

Annual Report

of

The Public Printer

Fiscal Year 1971

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PREFACE

The Annual Report of the Public Printer is submitted each year to the Congress. The major activities of the Government Printing Office are presented in brief. A statistical appendix is included which presents a report of transactions and financial condition.

On December 15, 1970 the Public Printer announced a major reorganization of the Government Printing Office. With the appointment of an Assistant Public Printer for Operations and an Assistant Public Printer for Management and Administration, the several functions of the Office have been re-grouped to provide for good management and an orderly chain of command. Several staff functions have been attached to the Office of the Public Printer; namely the Special Assistant for Systems Analysis, the General Counsel, the Assistant for Community Affairs and Director of Equal Employment Opportunity, and the Director of Audits.

The major operating functions have been grouped in three Departments, Printing Procurement, Planning and Production. All activities in procurement of printing have been brought under one Department, including the Field Printing Division, formerly known as the Field Service Division. In support of the Federal Printing Program, seven new Regional Printing Procurement Offices were opened. The services of these offices are now available to Federal activities through eleven offices serving nine Federal Printing Regions.

Major reorganizations occurred under Management and Administration. Upon recommendation of the Civil Service Commission an Administrative Office was established to house common support services. Also affected were the Personnel, Data Systems, Financial Management, Materials Management and Public Documents functions. Changes were made to bring into usage modern managerial and systems approaches and to bring related activities under common supervision.

Reflecting cut backs in defense and space agencies, the total value of Printing and Binding Operation services performed dropped from \$235.6 million in Fiscal Year 1970 to \$224.2 million in Fiscal Year 1971. An increase in value of Central Office production from \$87.1 million to \$92.2 million was the result of increased Congressional printing and adjustments to the Scale of Prices during the fiscal year.

Significant changes occurred in the Public Documents Department sales and distribution programs during the fiscal year. Value of total sales exceeded \$22 million for the first time, while new highs were also reached in distribution activities for Departments and to Depository Libraries. In order to service the record level demands on this Department a Public Documents Distribution Center was opened in Philadelphia, Pennsylvania and a second such Center planned in Pueblo, Colorado. Two new Bookstores were opened, one in Atlanta, Georgia and one in Dallas, Texas, bringing to 12 the number of stores in operation on June 30, 1971. Plans are projected for a new consolidated warehouse in the Washington Metropolitan area which will effect economies in warehousing and reduce time required to service over four million customers each year.

Internal reorganization has served to underscore the unmet space needs of the Central Office Operation. While much effort was expended during the year to meet these needs by in-house remodeling and construction, plans are being carried forward to design an expansion of Office facilities at the present site.

STAFF ACTIVITIES

General Counsel

Coincident with the expansion of contract activity in the ten printing regions and in recognition of the concomitantly increasing importance of the legal function, the Public Printer, on December 15, 1970, established a separate Office of General Counsel as a part of the Office of the Public Printer.

As the chief legal officer of the Government Printing Office, the General Counsel reports directly to the Public Printer and is responsible for performing all legal services in connection with the operations and activities of the Government Printing Office including: (1) advising and assisting the Public Printer on legal aspects of Office activities, (2) rendering legal opinions and interpretations, (3) representing the Public Printer with other governmental and nongovernmental organizations and individuals on legal matters involving the Office, (4) reviewing and approving all major contracts and agreements to which the Office is a party, (5) settling disputed contracts and claims, and (6) drafting and/or commenting on all proposed legislation affecting the Office.

The legal work within the Government Printing Office took a sharp upward turn during this fiscal year due, in large part, to the inauguration of the Federal Printing Procurement Program. The legal staff was necessarily expanded and a program of maintaining close liaison with Office procurement activities was initiated. Much attention has been directed to solicitation documents and activities, special contract clauses and dispute clauses.

The volume of litigation against the Office in the United States District Courts remained relatively unchanged, with seven cases still pending. Two of these cases involve injunctions issued against the Public Printer to prevent the further printing and distribution of reports prepared and filed by Committees of the House of Representatives.

Numerous comments were drafted concerning pending legislation and, during the fiscal year, three amendments to Title 44 of the United States Code were enacted by the Congress and signed into law by the President at the specific request of the Office.

Equal Employment Opportunity Office

The Equal Employment Opportunity Office is responsible for the processing of complaints by any employee or qualified applicant for employment, relating to discrimination based on race, color, religion, sex, or national origin. This office is also responsible for establishment and implementation of an affirmative Equal Employment Opportunity Program, and for reporting to and advising the Public Printer on the preparation of plans, procedures, regulations, reports and other matters pertaining to the EEO Program.

At the year's end, the EEO Office included a Director of EEO, an EEO Officer, a Federal Women's Program Coordinator, an EEO Specialist, and 22 part-time Counselors. With the designation of EEO counselors to Field Service Offices in New York and Seattle, we have provided a counseling service for all GPO Field Service Offices.

During fiscal year 1971, the EEO Officer continued to review promotion actions in certain key organizational areas to assure that qualified minority candidates were receiving fair and equal consideration in filling positions of higher responsibility. The EEO Office also provided pre-complaint counseling service and processed complaints of discrimination as follows:

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
No. of employees counseled...	163	136	93
No. of formal complaints processed.....	3	1	5
No. of informal resolutions..	66	25	Not available

The above statistics do not include employees satisfied through simple verbal advisement and information dispensed by EEO counselors.

The appointment of a Federal Women's Program Coordinator fulfills the obligation under current CSC and GPO regulations to assign specific program responsibilities for achieving equal employment for women. The selection of 12 new counselors expands an open and sympathetic channel through which employees or qualified applicants for employment may seek resolution of their complaints of discrimination on an informal basis. An EEO Specialist and EEO counselors are now available to all night shift employees.

The EEO data reporting system is being expanded to give statistics on the status of women at GPO, and is being modified to provide graphic presentation of pertinent EEO progress. In cooperation with the Data Systems Service, the EEO Office expanded its automated system for reviewing and reporting of minority group census data. A revised Affirmative Action Plan for the Office of EEO has been completed for issuance.

The Director and his Assistant have visited several local organizations which are involved in providing better job opportunities for minorities. They met with the Community Advisors on Equal Employment, and attended the monthly meetings of the D.C. Metropolitan Area Equal Employment Opportunity Council. Additionally, they have attended several local seminars dealing with the subject of minority employment that were sponsored by the Civil Service Commission and have participated on Inter-agency Advisory Group Committees.

The Director of Equal Employment Opportunity has planned for approximately 53 tours of the Government Printing Office operations by participants from the Graphic Arts Industry, students and representatives from several foreign nations.

Office of Audits

The Office of Audits is responsible for conducting independent and comprehensive audits for GPO operations, functions, and/or organizational units both in Washington, D.C. and at the various GPO field locations; and for performing such external audits, including contract audits, as are deemed necessary; and for reporting its findings and recommendations to the Public Printer.

During the fiscal year the organizational title was changed to Office of Audits from Internal Audit Staff with the assignment of external audit and investigative responsibilities. The staff was increased to nine with the addition of a printing specialist and a contract specialist to assist in carrying out these broadened responsibilities in addition to the comprehensive five-year audit plan. Fifteen audit reports were issued during the year, compared to eight in Fiscal Year 1970 and six in Fiscal Year 1969.

During the year, audit work was performed on field printing activities and related management practices; industrial cleaning cost and related distribution; contracting policies, practices, and procedures; selected contractor transactions; financial reports and related accounts; and GPO Cafeteria operations.

OPERATIONS DEPARTMENTS

Printing Procurement Department

The Printing Procurement Department is responsible for providing printing and binding and related services required to be procured from commercial sources or produced in Field Printing Offices. These activities are administered and coordinated through the facilities of the Central Office Printing Procurement, Commercial Printing Specifications, Regional Printing Procurement and Field Printing Divisions.

Administrative Order No. 14, revised December 15, 1970, established the Department of Printing Procurement as a separate entity, incorporating all activities of Central Office Printing Procurement, Commercial Specifications, and Regional Printing Procurement, formerly under Purchasing Division; and Field Service activities, formerly a separate division. The statistics for 1971 are for the component activities of the Department of Printing Procurement as reorganized.

Comparison of Major Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
	(in thousands of dollars)		
Printing and binding procured commercially:			
Central Office (est.).....	\$ 98,991	\$100,007	\$ 94,891
Regional Printing Procurement (est.).....	19,175	17,890	8,868
Field Service (est.).....	<u>4,477</u>	<u>2,106</u>	<u>1,512</u>
Total Value.....	\$122,643	\$120,003	\$105,271
Printing and binding produced in Field Services Offices..	\$ 8,286	\$ 7,852	\$ 7,267
<hr/>			
No. of individual bid jobs...	16,433	16,290	14,373
No. of print order jobs.....	<u>96,984</u>	<u>88,225</u>	<u>76,268</u>
Total Jobs.....	113,417	104,515	90,641
Purchase orders issued.....	14,413	21,406	19,449
No. of term contracts.....	552	474	434

The number of purchase orders prepared was reduced by issuing only one or two purchase orders per contractor on term contracts instead of monthly purchase orders.

The increase in printing procured commercially was predominately caused by the activities in support of the Federal Printing Program. In this support, seven additional Regional Printing Procurement Offices were established, work of Field Printing Division was procured commercially whenever possible, and departments and agencies utilized the procurement services of the regional offices in accordance with Joint Committee on Printing Regulations. Administration of term contracts for work originating or delivered in the various regions was transferred to the appropriate regional office as the contracts were renewed. Four general usage programs for procurement of books, pamphlets and forms were established in each of the seven regional offices.

Comparison of Billings - Field Printing Division
(Including commercial procurements)

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
	(thousands of dollars)		
Chicago.....	\$ 3,036	\$1,767	\$1,444
Denver.....	1,679	1,436	1,416
Departmental.....	4,390	4,311	3,560
New York.....	1,243	958	790
San Francisco.....	1,186	501	583
Seattle.....	<u>602</u>	<u>775</u>	<u>818</u>
Total.....	\$12,136	\$9,748	\$8,611

Achievements

A Contract Review Board was established to review significant printing procurement activities. The Board reviews proposed awards, (1) for fixed price contracts to other than the lowest responsive bidder, (2) when only one responsive bid was submitted, (3) to a contractor with an unfavorable pre-award survey, (4) cancellation of invitations after bid opening, (5) to contractors currently and inexcusably delinquent, (6) for amounts of \$50,000 or more, (7) for all term contracts, and (8) terminations, increases or decreases and extensions of contract delivery schedules. The activities of the Contract Review Board are coordinated with the legal counsel, contracting officer, and procurement personnel.

Pre-award survey procedures were established for evaluation of contractor's equipment, facilities, and ability to perform, prior to placing awards when, (1) an annual contract is involved, (2) the dollar value exceeds \$10,000, and (3) the prospective contractor has had performance problems on previous contracts. Surveys of about 150 contractors were conducted during the year.

Contract compliance procedures have been complemented by the initiation of a Contractor Experience List. Under this procedure, records are

maintained of awards to contractors and their performance, to assist in determining subsequent awards.

At the request of Internal Revenue Service, an award was made for 11,700,000 income tax forms, including in the specifications inserting and individual mailing of the forms by the contractor, rather than shipment to a Mid-west IRS distribution center for inserting and mailing. Feasibility and cost studies are being made to determine whether this procedure will save shipping costs, distribution costs, and time on future orders.

With the establishment of seven additional Regional Printing Procurement Offices, services are now available to the agencies and departments to procure their printing requirements in 9 printing regions in the U.S. with two offices in three Regions. Facilities and personnel of Field Printing Offices in Chicago, Ill.; Denver, Colo.; New York, N.Y.; San Francisco, Calif.; and Seattle, Wash., were utilized for regional printing procurement activities in their regions.

A procedural manual was developed and issued to representatives of the various agencies and departments. Conferences were held in the printing regions and in Washington, D.C. to inform them of the services available and the procedures to be used in the Regional Offices.

Development of 196 new or converted term contracts for the Regional Printing Procurement Offices was accomplished in fiscal 1971.

Advertisement, abstracting of bids, pre-award surveys, certification and award of 28 of the General Usage Programs (4 programs for each of 7 regional offices) developed for regional printing procurement proceeded as scheduled. Contractor orientation conferences were held with commercial printers in the various printing regions prior to the effective dates of the General Usage Contracts. The purpose was to develop interest in and acquaint contractors in the procedures of bidding for and producing printing for the Government.

The program for training Government personnel in the use of the Marginally Punched Continuous Forms Contract was expanded to 3-day sessions, and 120 representatives from the various departments and agencies were counseled.

The annual Government-Industry Seminar for discussion of proposed changes to the Marginally Punched Continuous Forms Contract was held with 33 representatives from 22 interested firms attending the 2-day session.

The sample inspection program was expanded and more stringent controls developed in maintaining the quality of products procured commercially.

Planning Department

The Planning Department is comprised of the Office of the Planning Manager and three Divisions, Planning Service, Plant Planning, and Typography and

Design. The Planning Manager directs and coordinates the activities of these Divisions.

General volume of work flow was somewhat reduced during the year as the Federal Printing Program promulgated by the Joint Committee on Printing began to take effect. Printing and binding requisitions and print orders formerly routed through this Department for processing or recording can be expected to reduce in volume as Regional Printing Procurement Offices increasingly fulfill their intended function. This Department reduced its planner level complement by four positions during the past year as a result of this program.

Planning Service Division

The duties and responsibilities of this Division are liaison between the Office and its customers in the Congress and the Federal Government in connection with printing and binding orders; the receiving, reviewing, recording, and preliminary processing of same; developing schedules for printing and binding services with other Office personnel; maintaining informational and communication services related to work in progress; pick-up and delivery of copy, proofs, "hot" jobs, and portions of jobs, inter-Office, for agencies and the Congress; and related incidental similar work.

Production Analysis

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Orders Received:			
Printing & Binding			
Requisitions.....	73,942	72,382	73,019
Print Orders.....	87,762*	90,853*	78,972*
Blank paper orders.....	8,667	9,377	8,862
Patent Work (Specs., TM's, etc.).	101,874	92,958	86,452
Congressional (individual bill and calendar orders, Congres- sional Record, Federal Register, etc.).....	28,261	20,150	27,733
Postal Card Shipping Orders and add'l. Jackets on blank paper orders.....	<u>89,559</u>	<u>80,120</u>	<u>89,184</u>
Total.....	<u>390,065</u>	<u>365,840</u>	<u>364,222</u>
 Jackets issued.....	49,681	49,455	50,704
Open jackets issued.....	7,986	7,579	7,488
Schedules established.....	39,923	46,828	54,491
Depository library distribution schemes developed.....	15,207	14,169	13,730

*Includes print orders processed directly through Regional Procurement Offices.

There was increased activity in the area of commercial procurement, attested by the increase in number of open jackets issued. Much more activity is expected as more Regional Printing Procurement Offices are opened and become operative. As more and more jobs are produced by commercial programs the number of schedules processed will decline, with a resultant increase in the work of the Special Services Division in the handling and administering of these programs. As usual, the first session of Congress (the 92d) produced an increase in Congressional orders, approximately 40 percent more than Fiscal Year 1970.

Personnel of the Special Services Section handled increasingly large numbers of "hot," short-schedule, and special jobs for our customers. The Chief of the Section played an important part in the development and writing of the Regional Printing Procurement Office's Manual.

Division personnel participated in approximately 150 meetings with agency officials and/or various GPO representatives for the evaluation, planning, scheduling, and development of new programs of work, special jobs, and changing requirements in programs and/or individual jobs. Meetings were also held between our customer agencies and our suppliers for the resolution of problems arising from contractual and/or procedural changes or difficulties. Listed below are a few of the more important discussions the Division was involved in:

1. Coordination of production and handling procedures for the 1971 Income Tax Program.
2. Preparations for special handling of publications and picture sets following the Apollo flights.
3. Processing of work planned for procurement through our new Regional Procurement Offices and through our Field Service Offices.
4. Handling of special jobs for the Executive Branch.
5. Participation in the complete review of personnel and production procedures and problems in the Departmental Service Office.
6. Participation in the development of the procedures for the handling of work processed directly by and through the Regional Printing Procurement Offices.

Plant Planning Division

The principal responsibilities of the Plant Planning Division are to plan, firm-estimate, prepare and schedule jackets for printing and binding requisitions and print orders accepted for Plant production; make such further firm and informal estimates as requested by the Congress,

Public Documents and Printing Procurement Departments of this Office and the other Governmental departments and agencies; develop sales prices on publications sold by the Public Documents Department; prepare and schedule jackets for purchase orders and requisitions for blank paper and miscellaneous supplies; and govern and control maintenance of inventories of paper, envelopes, etc., in the Office and commercial contractor's plants.

Production Analysis

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Printing and Binding:			
Production Plans developed.....	20,708	21,131	23,027
Estimates made--Formal (firm)...	16,312	18,228	19,862
Informal.....	2,582	2,245	2,259
Sales Prices developed.....	10,926	9,787	10,206
Jackets prepared--			
Regular and Print Order.....	31,584	32,227	34,073
Open.....	1,321	1,272	1,260
Paper and Materials:			
Purchase Requests prepared--			
Inventory control.....	3,759	3,912	3,971
Special purchases.....	967	967	1,102
Blank Paper & Supplies--			
Requisitions received.....	8,634	9,377	8,862

By instruction of the Joint Committee on Printing, emergency paper stockpiles at Norfolk, Virginia; Granite City, Illinois; and Albany, Georgia were disestablished during the fiscal year. Approximately 15 million pounds of paper were scheduled for absorption into Office inventories with the cooperation of Materials Management Service and warehouse managers. The inventory at Oakland, California was rescheduled for closeout by June 1972 in order to allow time for disposal on the west coast.

Operating expenses of the Division were significantly offset by savings resulting from changes in specifications which we proposed to our customer Agencies. Additional savings of \$34,400 will result from the discontinuance of two planner positions brought about by the decline in volume of Plant work.

Typography and Design Division

This Division provides a service to representatives of all Government Agencies on specifications, format, typography, and artwork to meet their requirements; and to provide layouts, designs, and finished art as ordered. The Division examines finished art and camera copy primarily for printing

in two or more colors of ink to determine its conformity with the requisition and the guidelines laid down by the Joint Committee on Printing in the Government Printing and Binding Regulations. Other responsibilities include close collaboration with other Planning and Production Divisions, maintenance of quality control required by customer agencies, and providing a photographic service for the customer agencies and the Government Printing Office.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Conferences	751	594	604
Number of persons.....	1,232	1,199	1,107
Agencies represented.....	183	152	132
Jackets received from Scheduling Committee and processed for reference to color, etc...	5,045	8,431	8,861
Total number of jackets processed.....	5,885	9,346	11,008
Orders for photoengravings.....	1,541	1,912	2,475
Halftones and linecuts ordered..	8,485	10,037	14,396
Finished art pieces.....	8,991	6,325	7,407
Layout sketches.....	1,602	1,709	2,101
Illustrations retouched (pieces)	1,576	1,117	2,287
Dummy pages pasted.....	5,133	3,800	4,837
Photographic requests.....	3,063	2,896	3,333
Finished photo pieces.....	28,666	27,984	32,179
Recovery by direct charges to Jackets:			
Artwork, Layout, etc.....	\$185,371	\$136,982	\$137,602
Photographic work.....	\$ 41,316	\$ 36,693	\$ 43,069

The decreases in Jackets processed and illustrations ordered reflect the reduction in Central Office production and the increase in commercial procurement. However the increase in total recovery for services and in conference activity reflects the trend by more agencies to use our services. Statistics cannot reflect the volume of unrecorded calls for advice and counsel which are provided by the Office to the agencies.

As a result of the reduction in Jackets processed the Division has abolished two positions during the year, one Planner-Designer and one Artist-Illustrator at an annual saving of \$34,400.

As part of our regular work the Division was concerned with the printing of a number of important or unusual books or programs, a few of which should have special mention--

Public Papers of the Presidents, Richard Nixon, 1969 - This was the first volume of this series and it contained 1,240 pages.

1970 Yearbook of Agriculture-- The title of the book is Contours of Change. The format and all the necessary artwork were developed by this Division. There were 408 pages plus printed endleaves, a 32-page four-color process illustration signature, and a three-color casebinding.

First Aid Instruction Course, Interior-- This 276-page book with 74 two-color illustrations combined all the material from a six-volume set previously printed by the 3M Company in three colors. Typo and Design received a letter of commendation from the Department.

Ghetto Drug Flyers, H.E.W.-- This series of 15 two-color flyers was completely designed and illustrated by Typo and Design. The flyers were developed around the problems of drug addiction in the ghettos of America. A letter of commendation was received from the Department.

Sport Fishing, U.S.A., Interior-- This casebound, 488-page book contains 380 black and white and four-color process illustrations, including 20 oil paintings, and a four-color process cloth cover. The design, format, dummy preparation, sizing of illustrations, camera copy, and the checking of proofs and progs were completed by Typo and Design.

During the past year we have developed a unique system for producing full-color slide film presentations with accompanying sound recordings. Five jobs of this type were developed and we are now prepared to do this type of work whenever it is requested.

During the past fiscal year we received 19 letters of commendation from 14 departments and independent agencies.

Use of Color

The responsibility for evaluating the need for the use of more than one color in printed matter has been placed with the Typography and Design Division by the Public Printer. The regulations established by the Joint Committee on Printing clearly define the categories in which color printing fulfills a specific functional need, and which Typography and Design uses to evaluate printing requests for the use of color. All requisitions containing requests for more than one color or one color other than black are therefore referred to this Division for consideration as to its functional need, or to prevent problems which might arise after the job gets into production.

Reflective of the work in the Technical Review Section, a total estimated savings of \$255,000 resulted from changes in the specifications and artwork recorded in 49 jobs. This does not include savings or economies made in Typo and Design conferences prior to the completion of specifications and preparation of finished artwork.

The Interagency Training Program "Editorial Planning for Printing Production" was conducted twice during the past fiscal year. Each class had 130 persons enrolled. A total of 249 persons from 30 departments and agencies received a certificate of completion.

Our quality control program continues to be successful, with no rejections experienced in three years. Customer agencies have expressed appreciation for this service, and in addition, our commercial contractors have gained a better understanding of what is expected of them. The cost of this service to the agencies, including all travel expenses, amounts to less than three-tenths of one percent of the cost of the jobs involved.

With our improved creative staff we feel that we can now handle most any type of art or design problem which the various agencies or the divisions of this Office may present to us. This is as it should be since many of the Government agencies cannot support a design staff of their own and depend entirely on our staff to present their activities to the public and to the Congress.

Production Department

The Production Department is responsible for all "in-plant" printing production. This Department has direct responsibility for the Binding, Composing, Letterpress and Offset Divisions and is responsible for the Library of Congress Printing Branch, as well as the small installations at the Smithsonian Institution and Interior Department. The Delivery Section and Electronic Photocomposition Unit are vital responsibilities of this Department.

The legislative program of the 92nd Congress placed abnormal demands on Production, demands that were met with success. The fact that the Binding Division improved its performance to the Congress with a lesser number of employees is a tribute to the supervisory staff. It should be noted that the Bindery, with the largest number of minority group employees, is welding the force into a cohesive unit that is promoting an excellent employee-management relationship.

The Binding Division has either installed or scheduled for installation a number of new production machines in a continuing program to modernize and streamline Bindery operations. The Composing Division is in a period of transition which will effect notable technological changes within the next few years.

The Offset Division production analysis shows increases in all phases of Congressional work. Additional equipment is planned for this Division to better serve Congressional requirements. In the Letterpress Division modernization submissions, realignment of equipment and training of personnel, pursued vigorously during the fiscal year, are designed to serve the needs of Congress with its large volume of short-run work. The

Congressional Record, the most demanding job that Production handles, continues to increase in size. The three Record presses are no longer able to handle the increased size of the Record. It is planned to place an additional Record press in service within the next 18 months.

The Electronic Photocomposition Unit produces photocomposition on manually operated photomechanical and tape-operated electronic phototypesetting machines. Significant increase in the production of this unit was shown in their report.

During the fiscal year personnel in the Production Department decreased from 4,355 to 4,182, a decrease of 4 percent. At the same time, overtime hours decreased from 1,486,977 to 1,061,030, a decrease of 28.6 percent. These actions are a tribute to the zealous supervision exercised by the Superintendents in carrying out their responsibilities. It is particularly significant that while personnel and overtime hours decreased, total salaries for the Production Department show an increase of \$1,394,579, pointing out the inflationary raises in salaries that have occurred throughout the graphic arts.

Production continues to be handicapped in its efforts to carry out its mission due to lack of sufficient space for production facilities. Inability to properly streamline our workflow restricts our performance.

Composing Division

The volume of Congressional printing continued to increase during the year. The unification of two shifts, started a few years ago and the assignment of the Assistant Superintendent to the night shift provided the cooperative effort that was necessary to accomplish the Congressional Printing requirements and the needs of the other Federal agencies. The printing requirements of the Second Session of the 91st Congress continued to be very demanding up to the time of adjournment on January 2, 1971. The First Session of the 92nd Congress convened on January 21, 1971, and the Office was alerted that the Appropriations Committees would attempt to complete all hearings by the end of July. The Appropriation hearings combined with the average increase in size of the Congressional Record is taxing the capability of facilities to their limits. Two factors have served to reduce our total payroll cost by \$4,900,000, 18 percent, and our overtime hours by 32 percent from the previous fiscal year. The substantial conversion of Patent printing to computerized printing has allowed total usage of the Patents Section, Shift 2 on Congressional composition. The commercial procurement of composition for 69 Congressional Hearings has permitted other composition to be produced on time without use of overtime.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Total Payroll.....	\$26,084,533	\$26,140,509	\$21,232,477
Overtime hours, Shift 1.....	264,569	387,905	275,682
Overtime hours, Shift 2.....	<u>376,097</u>	<u>554,202</u>	<u>278,297</u>
Total.....	640,666	942,107	553,979
Composition of measurable type:			
Machine hours.....	584,400	690,025	627,092
Ems (thousands).....	2,565,074	3,145,093	2,895,396
Per hour (ems).....	4,389	4,558	4,617

The major factors in the decrease in ems per hour from last year were, (1) for the last 5 months the Patents Section, Shift 1, processed only chemical patents, with complicated manuscript copy, as straight matter Patents copy was contracted commercially; (2) the Patent Section, Shift 2, operation went to 100 percent Congressional production in February 1971, (This occasioned a period of low em production while retraining was accomplished.); (3) additional apprentices were assigned to the Monotype Keyboard Section both day and night.

Modernization in the Division followed a conservative trend during the year. The Monotype Section continued to modernize in the Keyboard and Casting units. Three casters were rebuilt in a program that modernized equipment while providing an opportunity for machinist trainees to develop their skills. Two pieces of equipment were procured from the Government surplus list, one 15 x 17 keyboard replaced an old 15 x 15 machine, and one 15 x 17 caster, was equipped to meet Office requirements.

Three additional Linotype machines were converted with new process cams and fulcrum rods to greatly reduce "down" time. A test of Timer-Control units on the Elektrons was successful. Fifteen of the twenty-four machines have been equipped with this improved timer unit. The new timers have eliminated the considerable problem of timer malfunction and maintenance.

The Hand Section increased its storage capacity by installing additional galley racks constructed in-plant. Portable correction banks have been developed and constructed in-plant for the Hand Section and Patents Section.

The following table portrays some of the increased production challenges which were met:

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Congressional Record pages.....	47,600	47,907	32,133
Federal Register pages.....	20,311	17,709	18,006
U.S. Code pages.....	19,991	5,074	4,426
Budget Folios processed.....	10,662	9,604	10,813

Letterpress Division

The Letterpress Division consists of five sections all concerned with the production of plates, reproducibles or printing primarily associated with the letterpress method. All sections except the Postal Card Section are primarily concerned with the printing requirements of the Congress of the United States.

Although major production statistics show increases, the Division has reduced its personnel by 27 to a year end count of 466. Congressional workload handled remained very high, with an overload of Congressional Record pages being produced by Offset. Postal rate changes late in the year accounted for an increased output of Postal Cards.

The production of the Code of Federal Regulations was one of our most significant accomplishments. This Division was so successful this year in meeting the difficult schedules that a letter of appreciation was received from the National Archives and Records Service.

Another significant achievement was the production of embossing dies by our Photoengraving and Electrotpe Sections. This eliminates expensive purchasing of simple dies from outside sources. It enables us to provide necessary service within two days rather than the six weeks formerly needed when purchasing dies from outside sources.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
No. of type forms received.....	109,562	106,437	101,378
Congressional Record issues....	211	222	171
Congressional Record pages.....	47,776	48,120	47,907
Federal Register issues.....	255	251	250
Federal Register pages.....	21,158	18,422	18,812
Postal Cards produced.....	947,332,000	846,008,000	777,020,000
Platemaking facility major production items (sq. in.):			
Electrotype Flat Plates.....	351,423	304,776	325,379
Electrotype Curve Plates.....	269,659	474,373	640,867
Stereo Flat Plates.....	483,484	668,968	1,087,291
Stereo Curve Plates.....	6,106,650	6,002,427	5,514,370
Photo. Copper Plates.....	54,257	61,605	67,616
Photo. Mag. Line-Cuts.....	423,308	495,222	393,227
Photo. Mag. Halftone Plates..	19,249	22,891	33,774
Photo. Comb. Magnesium Plates.....	20,689	21,421	26,307
Magnesium Wrap Around Plates.	311,750	436,450	336,475

Offset Division

The Offset Division processes reproducibles, including manuscript copy for phototypesetting and the product thereof, through lithographic photography, platemaking and presswork. Preparatory tasks are performed for work to be procured from commercial sources. Inspection and storage of lithographic reproducibles are also accomplished by the Division.

Significant changes in the Division include a shift in proofing of negatives from Vandykes and blueprints to the photochromic Dylux system which requires no development or drying. This system will be an aid in the increasing Congressional work processed by Offset. The introduction of photo-polymer plates in our processes provides us the capability of high quality production runs of 100,000 impressions.

During the year Offset production of portions of the Congressional Record became necessary to meet high-volume production deadlines. Over 8,000 pages of the Record were produced by offset web process. The use of the Linotron system to produce Patents Specifications and Gazette has sharply increased hand-work in our Preparation Section. Proofing requirements on Patents work alone required addition of a second Xerox machine to produce 700,000 proofs required this year.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Offset Copy Preparation Section:			
Plant Jackets.....	10,211	10,402	11,813
Commercial Jackets.....	8,353	9,698	8,361
Commercial Print Orders.....	<u>2,461</u>	<u>1,846</u>	<u>1,787</u>
Total.....	<u>21,026</u>	<u>21,946</u>	<u>21,961</u>
Congressional Work (Pages):			
Bills.....	72,656	43,172	50,668
Misc., Hearings & Committee			
Prints.....	351,406	335,882	244,815
Senate & House Calendars.....	21,765	21,117	15,458
Congressional Record.....	8,256	1,936	---
Supreme Court Decisions.....	3,074	2,422	2,214
Proofs Processed.....	<u>339,873</u>	<u>279,273</u>	<u>130,649</u>
Total.....	<u>797,030</u>	<u>683,802</u>	<u>441,492</u>
Official Gazette and Trade Marks:			
Pages.....	23,197	21,964	20,791
Illustrations.....	61,426	58,844	55,349

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Photocomposition Hand Work:			
Data Base Official Gazette (pages).....	6,837	---	---
Data Base Specifications (pages).....	117,822	---	---
Xerox proofs, specifications..	708,672	---	---
Offset Negative Section:			
Negatives or positives.....	1,037,565	915,907	855,404
Dylux Proofs (Ozalids in '69, '70).....	688,871	397,030	208,152
Offset Plate Section:			
Number of Plates.....	63,326	58,912	64,184
Offset Press Section:			
Makereadies (Web Cylinders)...	21,204	19,469	14,499
Makereadies (Sheet Cylinders)...	<u>45,368</u>	<u>44,822</u>	<u>50,986</u>
Total.....	<u>66,572</u>	<u>64,291</u>	<u>65,485</u>
Web impressions.....	109,886,644	107,744,153	107,357,974
Sheet-fed impressions.....	<u>205,647,961</u>	<u>240,411,073</u>	<u>302,220,662</u>
Total.....	<u>315,534,605</u>	<u>348,155,226</u>	<u>409,578,636</u>
Average Impressions, each press run.....	13,095	13,226	17,172

Binding Division

The Binding Division reports an overall reduction in manpower and overtime expended during Fiscal Year 1971. While Congressional printing and Budget work remained at a high level and under stringent schedules, other work handled has decreased measurably. Achievements during the year include consolidation of several label producing stations into one unit, and realigning of the Congressional Distribution Unit. The increasing emphasis on Congressional printing has brought about plans for improvement of work flow and handling.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Folding (sheets).....	342,743,371	367,739,479	380,952,621
Gathering (complete books)..	18,389,035	21,838,688	21,676,032
Inserting (complete books)..	66,801,402	69,066,840	76,057,921
Congressional Record Issues.	211	222	171
Congressional Record pages..	47,600	47,907	32,133
Passports (2 up).....	1,368,444	1,132,440	1,022,062
Gathering (flat sheets).....	8,349,108	7,203,218	8,525,377

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Ruling, L disc (sheets).....	1,980,940	2,810,920	3,648,055
Drilling (sheets, etc.).....	1,012,029,602	1,185,920,086	1,524,879,633
Punching (sheets, etc.).....	23,728,427	31,185,511	59,536,509
Cutting (sheets).....	191,940,109	214,863,507	244,251,790
Coil Bound Steno and Composi- tion Notebooks (Bielomatik).	1,268,852	3,914,179	3,992,152
Wrapping (hand and machine)...	1,811,040	2,113,657	2,455,809
Banding (hand and machine)....	1,869,681	1,616,176	2,312,965
Sigs sewed--machine.....	85,271,381	98,367,585	103,542,213
Books cased-in.....	1,720,009	2,881,685	3,640,667
Cases made.....	1,819,361	2,841,763	3,397,771
Pamphlets covered.....	3,213,532	3,939,064	4,505,076
Gathering--books, etc.....	4,431,535	4,948,492	5,340,979

Electronic Photocomposition Section

The Electronic Photocomposition Section produces photocomposition on manually-operated photomechanical and tape-operated electronic phototype-setting machines utilizing computer control. The Section develops information and provides services to the agencies to enable them to adapt suitable publications to this equipment.

Linofilm keyboards and photo units are used primarily to set manuscript containing complex mathematical equations and technical information. Foto-setter machines produce positives which are converted to camera copy of forms, certificates, and other suitable publications.

The Linotron 1010's produce complete page photocomposition at high speed using magnetic tape. The GPO computers have been programed to convert magnetic tape furnished by agencies to a code structure required by the Linotron 1010.

Linotron page production increased 77 percent during the year. The introduction of Linotron production of Patent work (123,862 pages), the production of Census Bureau's Population and Housing Program (23,597 pages), and and DSA's basic edition of Master Cross Reference List (68,239 pages) were major factors in the increase.

Patent production has caused sharp increases in author's alterations keyboarded, and in proofreading time.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Linotron 1010 (pages).....	407,163	230,514	123,788
Linofilm keyboards (folios)...	9,309	16,307	14,095

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Justowriter Keyboards:			
Tape perforated for Linofilm ($\frac{1}{2}$ galleys).....	1,003	1,008	2,106
Tape perforated for Linotron (pages).....	212	-0-	-0-
Linofilm Photographic Units:			
Keyboarded tape ($\frac{1}{2}$ galleys).....	6,982	12,113	10,571
Furnished magnetic tape ($\frac{1}{2}$ galleys).....	5,008	14,279	15,761
Furnished EAM cards (pages).....	313	312	256
Input Converter:			
Paper to magnetic tape (pages)..	212	301	332
Paper to magnetic tape ($\frac{1}{2}$ galleys).....	-0-	508	1,417
Output Converter:			
Linofilm (magnetic tape) ($\frac{1}{2}$ galleys).....	5,008	14,279	15,761
Linofilm (magnetic tape)(pages).	313	412	744

Night Production Manager

The primary responsibility of the Night Production Office is to supervise the printing and delivery of the Congressional Record and to correlate this delivery with the production of Congressional bills, committee prints, documents, hearings, reports, and committee print tables while rendering assistance in advancing departmental work.

The Congressional Record

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Number of issues.....	205	222	171
Number of pages.....	47,776	48,120	32,284
Average page per issue.....	234	217	189

Production of the Record remained at a high level; last years' record high average pages per issue was exceeded by 17 pages. Slugcasting capacity for the Record and Federal Register has been increased 14 percent by using equipment on hand. Offset production of portions of the Record more than tripled. These changes have assisted us in meeting the difficult production deadlines which have become normal.

In the latter half of Fiscal Year 1971 the Offset Plate Section initiated surprinting folios on Congressional hearings, eliminating separate stripping for each folio.

The Budget and Economic Report of The President

While these publications are departmental in origin, traditionally the composition involved in their production primarily has been the obligation of the Night Shift in order to meet overnight delivery requirements.

The Budget consisted of 31 separate items which totaled 10,662 folios, making 2,156 pages. These figures have remained relatively the same for three years.

Patents Section, Shift 2

The restriction of Patents production to day shift in February 1971 permitted nearly full time for Congressional work by this Section. This change has greatly increased our capability to meet 7 am. and 9 am. deadlines for Congressional Reports and Documents. A cross-training program was initiated with other sections to familiarize the employees and supervisors with Congressional formats for publications.

Delivery Section

Basic duties of this section require accomplishment of local deliveries, shipping of classified material, and providing required passenger car and bus service.

Increases in fleet mileage reflect an increase in Congressional work and the tendency of Departments and agencies to require multiple-stop delivery service which formerly was performed by their own staffs.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Shipments.....	171,225	167,195	160,095
Mileage.....	410,941	394,902	321,097
Pickups.....	6,240	5,925	5,600
Accident frequency, per million miles.....	14.59	10.13	12.45

Library of Congress Branch

The main function of the Library Branch is the production of catalog cards and proofsheets. This is accomplished with a combined letterpress and offset reproduction process.

Titles received for letterpress production, including those in foreign language alphabets, Cyrillic, Arabic, Hebrew, Armenian and Greek, continue to increase due to the Shared Cataloging project of the Library of Congress.

The Library of Congress has encountered many delays in delivery of automation equipment in the Card Division. Present plans now call for the Phase II system to begin operation soon, but it will be 1972 before any significant impact is made. This will reduce the number of English-language titles forwarded to the Library of Congress Branch. Planning for the future is necessarily limited by the progress that may be made in this automation project.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Total Catalog Cards.....	140,031,402	168,434,483	128,599,612
Total Proofsheets.....	16,382,846	15,761,705	14,834,076
Total forms printed.....	99,125	117,514	122,603
Total press impressions.....	31,838,672	32,885,899	29,470,048
Total copies printed.....	165,764,294	193,232,336	157,646,322

MANAGEMENT AND ADMINISTRATION DEPARTMENTS AND SERVICES

Personnel Service

Personnel Service is responsible for advising the Public Printer and his staff on personnel policies and personnel programs which will enable the Office to carry out its mission in the most effective manner. It is also responsible for administering personnel programs in accordance with pertinent laws, Civil Service rules and regulations, and the policies of the Public Printer.

Personnel Service was reorganized during the past year with both the safety function and leave administration transferred to this organization.

The Employee Services Section was incorporated into the Employment Division and an Employee Relations Section was created to administer the leave and corrective action programs. With the acquisition of the Safety Office, the Medical Division was retitled the Health and Safety Division.

Training and Career Development Division is now comprised of the General Training Section and the Graphic Arts Training Section, which handles the apprentice program. Classification Section was retitled the Position Management Division and includes a newly created Manpower Section. The Special Assistant for Labor-Management Relations and his staff now report to the Director.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Training Projects.....	368	238	246
Employees Trained.....	3,184	2,412	1,633
Treatments in Occupational Health Section.....	46,304	51,131	47,693
Total issuances under Office directive system.....	121	88	78
Retirement counseling interviews.	595	520	600
Counseling interviews, Employee Relations.....	483	-	-
Initial inquiries and employ- ment interviews.....	10,430	10,200	10,181
Appointments.....	1,817	2,138	1,944
Separations.....	1,751	1,814	1,657
Total Personnel Actions (Appts., Separations, Changes).	23,743	19,582	16,746
Corrective Actions.....	267	222	192
Special Achievement Awards.....	650	604	537

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Outstanding Performance Awards..	7	6	5
Positions Classified.....	1,040	1,398	939
Labor-Management Agreements			
Negotiated.....	4	4	8

Achievements

This Service coordinated the agency activities during the Civil Service Commission study of personnel management. The study should serve in the analysis and improvement of our programs and policies.

An Office-wide directives system was designed and implemented. It provides for standard format, central control, standard distribution, and uniform subject classification of all GPO issuances.

The Office-wide appeals procedure for adverse actions has been revised to bring Government Printing Office policy in line with new Federal Personnel Manual regulations.

In addition to the expanded Apprentice Training Program, a substantial increase in the number of other employee training programs occurred during the year. More than 1,700 of our employees benefited from over 25 in-house and non-GPO training programs. In addition to those which feature orientation, supervisory and managerial emphasis, an increasing number of courses zero in on needs of the Office where the work force needs strengthening in special skills. Of special interest is the expanding activity in managerial skills training.

Among the health and safety efforts carried out last year were the Influenza, Glaucoma and Health Screening programs. Office-wide programs were initiated in the fields of alcoholism, foot protection, and Industrial Truck safety.

The Occupational Safety Section aided in the purchase of noise-monitoring devices to evaluate all areas of the Office for compliance with Federal noise pollution standards.

The Manpower Control Board was instituted to provide formalized control of manpower needs within the Office. The Board will issue position authorizations for each Department and Service and maintain permanent controls.

In the important area of Labor-Management Relations a new issuance has been printed and distributed. The Office has selected its first Umpire to serve as a third party in disputes which occur in this area.

To provide more responsive services to our employees, a night staff in the Employment Division was established to counsel and assist employees who work on night shifts.

A new Office employee parking program was placed in effect on June 1 with permits for 1,680 cars issued.

Financial Management Service

The Financial Management Service is responsible for development, maintenance, and administration of a total financial management program for the Government Printing Office. Functions include budget preparation and operation, general accounting, payroll and time accounting (including leave, retirement and disability records), cost accounting, accounting systems design information, investigation and revision or establishment of rates for services and products provided by the Office, composition measurement, computing and billing, disbursing and collection of Public Funds.

The Financial Management Service, established December 15, 1970, was reorganized May 3, 1971. As a result the Traffic Section functions formerly under the direction of the Comptroller have been transferred to the new Traffic Division of the Materials Management Service. The Data Systems Service now performs the electronic data processing services which the Comptroller formerly directed. The Office of the Disbursing Officer has been placed under the Comptroller as a function of the Finance and Accounting Division. This report reflects these changes in content in addition to internal reorganization.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Collections.....	\$252,163,281	\$273,476,252	\$233,939,957
Disbursements.....	\$291,013,824	\$307,650,495	\$252,400,644
Value of payroll disbursements.	\$ 91,467,000	\$ 81,750,000	\$ 71,592,000
Number of coupons disbursed....	17,681,494	16,431,978	14,166,719
Pieces of mail handled.....	5,303,371	6,941,672	5,726,175
Number of Savings Bonds issued.	76,759	75,297	78,898
Vouchers processed.....	173,000	171,000	150,000
Government bills of lading accounted for and paid.....	30,223	30,531	29,883
Number of jackets billed.....	112,857	117,190	120,863
Commercial print orders processed.....	98,607	89,478	76,289
Congressional bills processed..	34,113	39,569	34,555
Deposit orders processed.....	430,070	529,189	415,073
Government agency orders processed.....	34,459	32,394	32,634
Composition Measuring Section Newly set type (ems) measured in thousands.....	2,452,722	3,016,226	2,773,764

During the year a branch unit of our Receipts and Disbursements Section was established in Philadelphia to service the new Documents Distribution Center.

The establishment of the Management Systems Division brought to the Government Printing Office a staff organization which has the capability, through concentrated efforts in management and systems analyses, to provide the basis for many management improvements.

During the year the Production Cost Review Division spent many man hours in researching information for the DOD Study Group on Microfilm.

Two reports entitled "Analysis of Financial Statistics," and "Selected Cash Flow Statistics," were developed and are now being furnished to enable top management to keep abreast of our current financial condition.

The approval and introduction of a statistical sampling procedure has aided the continuing effort to reduce the time elapsed between receipt and payment of contractors' invoices. As of June 30, 1971 only 11.5% of all invoices on hand were in excess of ten days old.

In addition to normal Modernization Committee activity, subcommittees were active in development of information for the Federal Electronic Printing Committee for ADP-related production equipment; information to justify adhesive bindery equipment, Congressional Record presses, data processing equipment, OCR typewriters and scanning equipment.

A complete revision of the Scale of Prices was effective in January 1971.

As a result of new postal rates a study has been undertaken of all mailing activities--handling, rates, charges to customers. Recommendations will include new procedures for negotiating reimbursement agreements with the U. S. Postal Service and for payment for postal service.

Data Systems Service

The Data Systems Service is responsible for all data processing services for the Government Printing Office. This includes computer systems analysis and design; computer programing; and operating card punch and electric accounting machines, computers, and related peripheral and auxiliary equipment.

The general reorganization of the GPO on December 15, 1970 transferred the data processing activity of the Office from the Comptroller's direction to new Data Systems Service. The Service has been organized into four operating divisions--Systems Design, Staff Services, Computer Operations, and Management Evaluation and Information Systems.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
New Computer Programs.....	115	106	88
Revised Computer Programs.....	344	223	171
Tab cards processed (millions).	31.0	28.4	24.5
Magnetic tapes processed.....	42,840	40,800	37,500
Reports produced (estimated)...	33,000	32,000	26,500

The disk operating system was updated twice during the year. Among the improvements was the use of an American National Standard COBOL compiler.

In response to a suggestion from the Federal Electronic Printing Committee and a recommendation from the Joint Committee on Printing, equipment needed to support an IBM administrative terminal system has been ordered for delivery in August 1971. This project will be studied to determine the feasibility of offering other Federal agencies an on-line remote terminal to prepare text for Linotron photocomposition.

The Superintendent of Documents was a major user of Data Systems Services last year. A total of 705,500 records were added to various mailing lists, bringing the total number of computerized records to 2,007,401.

A file maintenance and information retrieval system was completed for the Cumulative Index of Congressional Bills and Hearings. This will produce about 300 pages of input to the Linotron each Congress.

Working closely with the Personnel Service and the Financial Management Service, initial steps were completed to begin implementing the Employee Data Base during the first quarter of Fiscal Year 1972. This system, when implemented, will replace 14 separate card files and 5 manually maintained files on employee personnel, payroll, and leave information.

On June 30th only 20 second generation computer programs remained to be converted for use on third generation computers out of an original 397.

Cross servicing arrangements were made with the Defense General Supply Center, Richmond, Virginia for them to process our magnetic tape onto microfilm. Similarly, arrangements were being made for a cross servicing agreement with the Defense Supply Agency Administrative Support Center to process our optical character recognition documents on their Control Data Corporation Model 915 OCR Reader. Both of these projects will be used initially to process work for the Superintendent of Documents.

Engineering Service

Engineering Service is charged with the maintenance and operation of buildings and grounds, installation and maintenance of production equipment, preparation of specifications for procurement or modification of buildings and equipment, and performance of such modification as required.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Maintenance service calls.....	30,733	32,416	32,305
Maintenance job orders.....	216	210	260
Specifications for new machinery & equipment.....	69	67	92
Machines installed or relocated...	60	47	62
Utilities (Thousand units):			
Electric power (kw.hr.).....	42,784	43,618	43,284
Gas (cu.ft.).....	14,099	13,897	13,795
Water (gals.).....	220,561	222,598	199,139
Steam (estimated lbs.).....	46,615	45,825	45,040

Items of special interest during the year included corrective measures to prevent basement flooding which has been the cause of costly material losses in the past. Office reorganization in the GPO required construction of 36,600 square feet of office space. Other projects included installation of new gas mains in Buildings 1 and 2, and renewal of steam reduction stations in Buildings 2 and 3.

Tests and Technical Control Service

The Tests and Technical Control Service tests all materials entering into printing and binding processes, and is engaged in such standardization work and technical research as might be desirable to improve the quality of the products and materials used by the Office. It writes specifications for the procurement of materials which are best suited to the requirements of the processes, and aids in the solution of technical problems incident to plant operations.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Samples tested:			
Paper and envelopes (Materials Mgmt.).....	8,629	12,607	12,953
Printed matter (Prtg. Proc.)....	2,818	(*)	(*)
Metals.....	946	1,047	1,021
Printing inks.....	2,027	1,817	1,329
Ink-making materials.....	275	338	267
Bookbinding materials.....	534	684	664
Adhesives & adhesive making materials.....	166	180	125
Oils and greases.....	162	197	193
Chemicals.....	72	120	100
Offset supplies.....	54	95	124
Miscellaneous.....	536	568	668
Totals.....	16,219	17,653	17,444

*Combined with Paper and Envelopes in previous years.

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Printing inks manufactured (lbs)..	219,663	259,187	226,201
Bindery glues manufactured (lbs)..	148,955	151,895	153,995
Adhesives manufactured (lbs).....	178,680	203,570	209,441
Type metal corrected (lbs).....	13,846,285	15,306,838	15,061,736
Silver recovered from photographic fix (troy oz.).....	2,612	1,994	1,235

This Service also performs trouble-shooting and investigation of immediate and long-range technical problems that arise in the production departments and administrative services. Generally, these problems are connected with, but not limited to, the various printing and binding operations. During the year a total of 16 such problems were investigated.

Achievements

Two Optical Character Recognition (OCR) Testers were purchased for use in our quality control program for the procurement and production of forms for OCR machines.

The Service took a major part in completely revising and rewriting Part 2, Testing Standards, of the Government Paper Specifications Standards. In the work on National and International Paper Standards, the Deputy Technical Director represented the United States in Standards Conferences in Paris and London.

The Post Office Department has experienced problems in obtaining a satisfactory standard level fluorescence for tagged envelopes for use in conjunction with the Mark II Facer Canceler equipment in the Department's Automated Mail Handling Program. At their request we were able to develop a stable letterpress fluorescent tagged ink for printing the envelopes and to fabricate a special conveyor and ultraviolet radiation device to provide uniform exposure treatment to the printed images.

In addition to the technical control of materials, this Service is concerned with various research and development activities related to problems in the graphic arts. These research problems are of a practical and immediate nature, and are directed toward the discovery of new products, adaptable to the uses of the graphic arts or to new developments in the application of methods of procedure in printing, platemaking, bookbinding, type metal and ink-making operations.

Materials Management Service

The Materials Management Service is responsible for the acquisition of materials, equipment, and supplies; receiving and shipping; transportation services; telephone and communication service; commercial services; and provides authorized support to other Federal agencies.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Purchase Orders drawn.....	13,051	13,680	13,360
Value of Purchases:			
Blank paper & envelopes.....	\$23,713,831	\$26,213,899	\$27,511,617
Materials and supplies.....	3,784,891	4,218,540	3,727,474
Services, transportation, communications, travel.....	5,433,211	4,741,082	4,006,689
Machinery & equipment.....	<u>317,630</u>	<u>457,960</u>	<u>551,244</u>
Total value.....	\$33,249,563	\$35,631,481	\$35,797,024
Paper purchased (lbs).....	125,736,774	155,702,679	181,428,652
Paper purchased (sheets).....	14,893,936	29,412,681	21,261,200
Envelopes.....	219,189,729	228,875,315	219,961,786
Containers.....	<u>3,199,081</u>	<u>3,422,883</u>	<u>4,068,011</u>
Inventory at close of fiscal years (lbs):			
Washington & Franconia.....	35,804,483	34,227,057	35,666,783
Emergency Reserve.....	4,331,759	17,986,286	19,823,513
Contractor's Plants.....	<u>3,776,113</u>	<u>3,313,713</u>	<u>2,998,489</u>
Total.....	43,912,355	55,527,056	58,488,785

During the fiscal year reserve stocks have been closed out at all but the Oakland, California warehouse. Use of reserve paper and the new practice of requiring printing contractors to furnish stock for contract printing, have reduced total paper procurement activity and the year-end inventory.

During the year, the Traffic Division saved in excess of \$574,000 by negotiating special rates, consolidating LTL shipments, and arranging for expedited shipments in lieu of costlier premium methods of shipping.

During May 1971 the Office began use of terms and provisions of Federal Procurement Regulations when applicable in formally advertised procurement of materials and supplies. Under the same Regulations increased authority was given to the Director of the Service to make purchases up to \$2,500. Both of these changes will increase our economy and efficiency.

The Stores Section handled 89,730 tons of paper, gross weight, during the year. This was received from paper contractors and reserve warehouses, and was made up of 2,365 freight cars and 1,271 truck loads.

Sales through salvage operations consisted of 18,512,962 pounds of waste paper, 526,250 pounds of scrap iron, 422,776 pounds of scrap type metal and dross, and 41,335 pounds of scrap photographic film.

Public Documents Department

The major responsibilities of the Public Documents Department are the sale of Government publications, the compilation of catalogs and indexes of Government publications, the distribution of Government publications to depository libraries, and mailing of publications for Members of Congress and Government agencies.

To improve the discharge of these responsibilities, the Public Documents Department was accorded Departmental status and reorganized into four new divisions, along functional lines, in December 1970.

Comparison of Activities

	<u>FY 1971</u>	<u>FY 1970</u>	<u>FY 1969</u>
Amount of appropriation.....	\$ 12,236,000	\$ 10,045,400	\$ 8,178,000
Number of Sales Orders.....	4,352,343	4,687,617	4,448,878
Value of sales.....	\$ 22,076,179	\$ 21,257,748	\$ 19,907,291
Miscellaneous receipts.....	\$ 9,798,091	\$ 9,098,293	\$ 10,629,363
Number of letters of inquiry....	2,316,077	2,254,055	2,424,968
Publications received for Departmental Free Distribution..	102,033,292	92,099,996	97,682,271
Publications distributed free for other Government agencies.	94,501,373	84,398,860	96,361,242
Number of publications sold.....	78,000,000	74,967,140	71,455,290
Number of publications distributed to Depository Libraries..	12,663,137	10,488,903	10,819,764
Total publications distributed..	243,128,577	233,567,484	236,011,983
Customers served by GPO			
Bookstores.....	539,711	379,296	273,755
Value of Bookstore sales.....	\$2,858,178	\$2,134,362	\$1,374,512
Number of mailing lists maintained.....	1,266	1,241	1,224
Number of addresses on mailing lists.....	3,055,626	2,866,634	2,926,077
Total copies of available sales publications.....	68,237,528	77,846,456	69,007,292
Number of documents cataloged...	50,538	48,038	48,419
Number of Depository Libraries..	1,054	1,031	995

The number of sales orders has remained stabilized over the past 3 years. The dollar value of sales has climbed about 11 percent, attributable to the greater number of publications per order. Of even more significance is the visible growth in "free" distributions. For example, Publications Received for Departmental Free Distribution is up 11 percent, Publications Distributed Free for Other Government Agencies is up 12 percent, and Depository Library Distribution is up 21 percent. The first is reimbursable and results in recovery of investments for both labor and materials, the second and third are chiefly by-law distribution for which Congress appropriates funds.

Surpassing even the above gains is the growth in Bookstore sales and its concomitant "Bookstore Customers Served." Bookstore Sales are up 34 percent over 1970 and 108 percent over 1969. Customers served in 1971 exceeded 1970 by 42 percent and 1969 by 97 percent.

Authority was received from the Civil Service Commission to augment the Department WAE force in order to handle increased business in fiscal 1971. The added manpower was employed on a 4-night schedule of Monday, Tuesday, Wednesday, and Thursday. This program was initiated in order to gain better continuity of operations on the longer shift and only the more experienced and qualified WAE's were utilized.

Dwarfing all other accomplishments during fiscal 1971 was the award of a contract for a magnetic tape publications availability file. This file, or data base, will form the cornerstone for departmental automation of many currently manual operations. It will provide (1) Rapid reference to publication titles, descriptions, stock and catalog numbers, authors, prices, and stock levels through COM-generated microfiche; (2) inventory reporting, and control; (3) electronic composition of price lists and catalogs.

The conversion of the nearly 1,300 separate mailing lists to magnetic tape has progressed to the point that over two-thirds of the 3 million listed addresses are now on tape.

The "eastern" Public Documents Distribution Center was opened in Philadelphia, Pennsylvania, April 14, 1971. The production function of this center was satellited on the Navy Department by virtue of an interagency agreement which called for the Naval Publications and Forms Center to make both issuances and distributions. The Public Documents Department supplied an overall manager for the activity and certain verification and abstract personnel. Mail opening and cash handling remained the responsibility of the Financial Management Service which staffed the receiving and input operations at the Naval Publications and Forms Center.

Three new bookstores were authorized in fiscal year 1971 to be located in Dallas, Texas; New York City; and Denver, Colorado. As of September 15, 1971, a total of 14 GPO bookstores will be serving the public.

A major step forward was taken in April 1971, when with the assistance of the Joint Committee on Printing, a letter of intent was consummated which will provide the Department with a new warehouse. The new modern, one-level 100,000 square foot facility will enable the Department to achieve its long-hoped-for goal to update its receiving, warehousing and forwarding procedures, in order to reduce sharply the time required to fill customer demands.

Administrative Staff

The position of Administrative Officer was included in the December 15, 1970, reorganization of GPO. The incumbent selected for this position reported in late May 1971 and in June began assembling an Administrative Staff. The Security Office, also newly created, and the Plant Security Section, formerly an element of the Personnel Service, were absorbed into the Administrative Staff. Other GPO components expected to be transferred to the Administrative Staff during Fiscal Year 1972 are the Employees Services Section from the Personnel Service; Industrial Cleaning Section from the Engineering Service; and the Telephone and Communications Division from the Materials Management Service.

STATISTICAL APPENDIX

GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS AND LIABILITIES
AS OF JUNE 30, 1971

ASSETS

FUND BALANCES WITH U.S. TREASURY
AND CASH:

Fund balances in U.S. Treasury
Cash on hand and in transit

Revolving fund
Other funds ^a
Combined funds

\$ 37,907,553
341,991
58,249,344

\$ 49,305,405
341,991
49,647,396

ACCOUNTS RECEIVABLE AND ADVANCES:

Accounts receivable:

Government agencies

Other

Advances to employees

64,535,040
323,576
9,944

66,711,930
323,576
9,944

INVENTORIES:

Publications for sale, at cost ^b

Printing work in process, at

standard cost

Paper, envelopes, and other

supplies, at cost

66,888,560
6,636,263
16,340,905

67,045,450
6,636,263
16,340,905

DEFERRED CHARGES

PROPERTY, PLANT, AND EQUIPMENT:

Land and buildings, at cost

Equipment and building

apparatuses

Construction in progress

33,267,915
37,938
33,203,853

9,085,173
940,543
43,329,563

Less allowance for depreciation

8,685,247

24,717,606

2,773,913

\$17,114,055

34,206,458
43,329,563
31,963,409

146,205,251

160,539,306

146,205,251

160,539,306

160,539,306

^a Other funds consist of account balances of the Printing and Binding appropriation, Office of the Superintendent of Documents Salaries and Expenses appropriation, and the value of building structures and land which is specifically excluded from the Government Printing Office revolving fund by law (44 U.S.C. 309). The expenditures from the Congressional Printing and Binding appropriation can only be used to reimburse the Government Printing Office revolving fund for work ordered by the Congress.

^b Publications for sale, at cost after deduction of allowance for unsalable publications of \$2,517,760.

^c Does not include a contingent liability for the value of compensatory time-off in lieu of overtime pay earned and accumulated by employees of the Government Printing Office; and does not include \$15,016,006 for the net value of sick leave earned and accumulated by employees of the Government Printing Office.

^d Accounts payable other funds consist of amount owed to the Government Printing Office revolving fund by the Office of the Superintendent of Documents Salaries and Expenses appropriations.

^e Retained earnings of \$3,304,004 have been reserved for the purchase of machinery and equipment.

LIABILITIES

Revolving fund
Other funds ^a
Combined funds

16,365,641
1,032,327

17,171,035

17,171,035

Accounts payable

Accrued salaries and wages

Amounts withheld from employees

for purchase of savings bonds

and payment of taxes

Employees' accrued annual leave

Customers' deposits and prepaid

subscriptions

1,213,415
4,245,316
5,816,870
1,171,114

269,958

1,213,415
4,515,214

INVESTMENT OF U.S. GOVERNMENT:

Capital

Retained earnings^e (TABLE 2)

Appropriations and other fund

balances (TABLE 3)

Income from sales of publications

payable to U.S. Treasury (TABLE 5)

Total investment of U.S.

Government

81,815,383
30,982,740
30,935,224
4,881,075
13,162,941

13,162,941

13,162,941

32,455,294

117,531,682

130,694,623

130,694,623

Total liabilities and investment
of U.S. Government

146,205,251

160,539,306

160,539,306

GOVERNMENT PRINTING OFFICE

STATEMENT OF ASSETS AND LIABILITIES
AS OF JUNE 30, 1971

ASSETS

FUND BALANCES WITH U.S. TREASURY

AND CASH:

Fund balances in U.S. Treasury
Cash on hand and in transit

\$ 37,907,153
341,991
38,249,144

Revolving
fund

Other funds ^a

Combined
funds

LIABILITIES: ^c

Accounts payable
Accrued salaries and wages
Amounts withheld from employees
for purchase of savings bonds
and payment of taxes
Employees' accrued annual leave
Customers' deposits and prepaid
subscriptions

\$ 49,305,405
341,991
49,647,396

\$ 11,398,252

11,398,252

156,890

156,890

69,991,544
323,576
70,315,120

ACCOUNTS RECEIVABLE AND ADVANCES:

Accounts receivable:

Government agencies

Other

Advances to employees

69,834,654
323,576
70,168,230

INVENTORIES:

Publications for sale, at cost ^b
Printing work in process, at
standard cost
Paper, envelopes, and other
supplies, at cost

7,553,279
16,340,905
9,478,126
33,372,310
26,006

DEFERRED CHARGES

PROPERTY, PLANT, AND EQUIPMENT:

Land and buildings, at cost
Equipment and building
appurtenances
Construction in progress

9,085,173
940,543
34,206,458
37,938

33,265,915
37,938
33,303,853

Less allowance for depreciation

24,717,606
8,586,247
\$150,401,881

TOTAL ASSETS

10,025,716
7,246,803
11,365,160
\$164,735,936

LIABILITIES

Other funds ^a

Revolving
fund

Combined
funds

\$ 583,887^d
317,269
1,349,596

1,213,415
4,245,316
5,816,870
31,803,661

1,213,415
4,245,316
5,816,870
31,803,661

269,958

1,171,114

81,815,383
30,982,746

13,162,941

13,162,941

81,815,383
30,982,746

13,162,941

13,162,941

Income from sales of publications
payable to U.S. Treasury (TABLE 5)
Total investment of U.S.
Government

5,798,091
5,798,091
131,759,161

INVESTMENT OF U.S. GOVERNMENT:

Capital
Retained earnings^e (TABLE 2)
Appropriations and other fund
balances (TABLE 3)
Income from sales of publications
payable to U.S. Treasury (TABLE 5)
Total investment of U.S.
Government

7,553,279
16,340,905
9,478,126
33,372,310
26,006

7,553,279
16,340,905
9,478,126
33,372,310
26,006

81,815,383
30,982,746

13,162,941

13,162,941

81,815,383
30,982,746

13,162,941

13,162,941

Total liabilities and investment
of U.S. Government

\$150,401,881
\$14,334,055
\$164,735,936

\$150,401,881
\$14,334,055
\$164,735,936

^a Other funds consist of account balances of the Printing and Binding appropriation, Office of the Superintendent of Documents Salaries and Expenses appropriation, and the value of building structures and land which is specifically excluded from the Government Printing Office revolving fund by law (44 U.S.C. 309). The expenditures from the Congressional Printing and Binding appropriation can only be used to reimburse the Government Printing Office revolving fund for work ordered by the Congress.

^b Publications for sale, at cost after deduction of allowance for unsalable publications of \$2,517,760.

^c Does not include a contingent liability for the value of compensatory time-off in lieu of overtime pay earned and accumulated by employees of the Government Printing Office; and does not include \$15,016,000 for the net value of sick leave earned and accumulated by employees of the Government Printing Office.

^d Accounts payable other funds consist of amount owed to the Government Printing Office revolving fund by the Office of the Superintendent of Documents Salaries and Expenses appropriations.

^e Retained earnings of \$3,304,004 have been reserved for the purchase of machinery and equipment.

REVISED: 1/16/72

TABLE 4

GOVERNMENT PRINTING OFFICE
REVOLVING FUND
COMPARATIVE STATEMENT OF INCOME AND EXPENSES
FISCAL YEARS ENDED JUNE 30, 1971 AND 1970

	Fiscal Year 1971	Fiscal Year 1970	Increase or Decrease (-)
INCOME			
Printing and binding services performed for Government agencies and Congress	202,011,292	\$214,843,105	-12,831,813
Document sales to the public	21,639,090	20,946,687	742,403
Services associated with document sales: Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	7,874,974	5,980,295	1,894,679
Services associated with depository libraries, cataloging and indexing, and distributions for other agencies: Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	4,703,696	4,395,383	308,313
Blank paper sales: Receipts from other Government agencies	11,434,094	599,788	- 1,165,694
Other	353,295	353,647	- 10,352
TOTAL INCOME	248,246,441	259,228,505	-11,062,464
DIRECT COSTS			
Labor	68,333,041	65,397,413	2,935,628
Material	28,021,541	31,286,084	- 3,264,543
Purchases of printing	98,860,696	117,144,158	-18,283,462
TOTAL DIRECT COSTS	195,216,278	213,827,655	-18,611,377
GENERAL AND ADMINISTRATIVE COSTS	43,101,318	35,363,731	6,737,587
TOTAL COSTS	237,317,596	249,211,386	-11,893,790
NET INCOME TO THE REVOLVING FUND	10,948,845	10,117,519	831,326
Less amount payable to the United States Treasury (TABLE 5)	8,881,075	9,098,294	217,219
NET INCOME RETAINED BY THE REVOLVING FUND	2,067,770	\$ 1,019,225	1,048,545
CHANGE IN EARNINGS RETAINED BY THE REVOLVING FUND			
Balance - July 1, 1970	28,767,454		
Addition: Net income retained by revolving fund (as above)	2,067,770		
Balance - June 30, 1971 (TABLE 1)	30,835,224		

TABLE 2

GOVERNMENT PRINTING OFFICE

REVOLVING FUND
COMPARATIVE STATEMENT OF INCOME AND EXPENSES
FISCAL YEARS ENDED JUNE 30, 1971 AND 1970

	Fiscal Year <u>1971</u>	Fiscal Year <u>1970</u>	Increase or Decrease (-)
INCOME			
Printing and binding services performed for Government agencies and Congress	\$206,207,922	\$214,843,105	\$- 8,635,183
Document sales to the public	21,689,090	20,946,687	742,403
Services associated with document sales: Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	7,874,974	5,980,295	1,894,679
Services associated with depository libraries, cataloging and indexing, and distributions for other agencies: Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	4,703,696	4,395,383	308,313
Blank paper sales: Receipts from other Government agencies	11,434,094	12,599,788	- 1,165,694
Other	<u>553,295</u>	<u>563,647</u>	- 10,352
TOTAL INCOME	<u>252,463,071</u>	<u>259,328,905</u>	- 6,865,834
DIRECT COSTS			
Labor	68,333,041	65,397,413	2,935,628
Material	28,022,541	31,286,084	- 3,263,543
Purchases of printing	<u>101,992,788</u>	<u>117,144,158</u>	-15,151,370
TOTAL DIRECT COSTS	<u>198,348,370</u>	<u>213,827,655</u>	-15,479,285
GENERAL AND ADMINISTRATIVE COSTS	<u>42,101,318</u>	<u>35,383,731</u>	6,717,587
TOTAL COSTS	<u>240,449,688</u>	<u>249,211,386</u>	- 8,761,698
NET INCOME TO THE REVOLVING FUND	12,013,383	10,117,519	1,895,864
Less amount payable to the United States Treasury (TABLE 5)	<u>9,798,091</u>	<u>9,098,294</u>	699,797
NET INCOME RETAINED BY THE REVOLVING FUND	<u>\$ 2,215,292</u>	<u>\$ 1,019,225</u>	<u>\$ 1,196,067</u>
CHANGE IN EARNINGS RETAINED BY THE REVOLVING FUND			
Balance - July 1, 1970	28,767,454		
Addition: Net income retained by revolving fund (as above)	<u>2,215,292</u>		
Balance - June 30, 1971 (TABLE 1)	<u>\$ 30,982,746</u>		

TABLE 3

GOVERNMENT PRINTING OFFICE

OTHER FUNDS
STATUS OF APPROPRIATIONS AND OTHER FUND BALANCES
AT JUNE 30, 1971

	Appropriation for printing and binding for the Congress	Appropriation for the Office of the Super- intendent of Documents	Other	Total
Appropriation balances at July 1, 1970	\$13,754,757	\$ 181,972	\$2,660,658	\$16,597,387
Additions:				
Appropriations for fiscal year 1971	32,000,000	12,236,000	---	44,236,000
Reimbursements	---	481,948	---	481,948
Increase in investment in furniture	---	---	4,688	4,688
TOTAL	<u>45,754,757</u>	<u>12,899,920</u>	<u>2,665,346</u>	<u>61,320,023</u>
Less:				
Amounts paid to the revolving fund in payment for:				
Congressional printing and binding (TABLE 4)	35,356,173	---	---	35,356,173
Sales distribution (TABLE 4)	---	7,874,974	---	7,874,974
Other expenses (TABLE 4)	---	4,703,696	---	4,703,696
Unobligated funds returned to				
U.S. Treasury	---	65,848	---	65,848
Depreciation on buildings and furniture and fixtures	---	---	144,864	144,864
Increase in liability for employees annual leave, Office of Super- intendent of Documents	---	---	11,527	11,527
Total Deductions	<u>35,356,173</u>	<u>12,644,518</u>	<u>156,391</u>	<u>48,157,082</u>
Balance June 30, 1971 (TABLE 1)	<u>\$10,398,584</u>	<u>\$ 255,402</u>	<u>\$2,508,955</u>	<u>\$13,162,941</u>
UNOBLIGATED BALANCES OR OVEROBLIGATION (-)				
Appropriation balance at June 30, 1971 (as above)	\$10,398,584	\$ 255,402		
Less:				
Obligations	<u>21,436,997</u>	<u>255,402</u>		
Unobligated balance or overobligation (-)	<u>-\$11,038,413^a</u>	<u>---</u>		

^a To be funded from subsequent years appropriations.

GOVERNMENT PRINTING OFFICE
OTHER FUNDS
STATEMENT OF PAYMENTS
FROM APPROPRIATIONS TO THE REVOLVING FUND
FISCAL YEARS ENDED JUNE 30, 1971 AND 1970

	Fiscal Year <u>1971</u>	Fiscal Year <u>1970</u>	Increase or Decrease (-)
Payments from congressional printing and binding appropriations to revolving fund:			
Congressional Record	\$ 7,391,115	\$ 6,491,896	\$ 899,219
Hearings	7,852,068	7,429,858	422,210
Miscellaneous printing and binding	3,984,106	3,041,961	942,145
Bills, resolutions and amendments	4,308,085	2,903,286	1,404,799
Miscellaneous publications	2,239,407	2,196,454	42,953
Federal Register	2,395,970	1,834,157	561,813
Committee prints	1,722,717	1,474,863	247,854
House and Senate calendars	1,223,935	938,970	284,965
Documents	1,072,053	856,095	215,958
Supplements to the Code of Federal Regulations	910,622	1,058,928	-148,306
Committee reports	1,307,761	1,044,321	263,440
Franked envelopes	602,085	607,721	- 5,636
Publications for international exchange	309,525	293,918	15,607
Document franks	<u>36,724</u>	<u>32,030</u>	<u>4,694</u>
TOTAL (TABLE 3)	<u>\$35,356,173</u>	<u>\$30,204,458</u>	<u>\$5,151,715</u>
Payments from appropriations to the Office of the Superintendent of Documents to the revolving Fund:			
Sales distribution expense (TABLE 3)	<u>7,874,974</u>	<u>5,980,295</u>	<u>1,894,679</u>
Other:			
Distribution for other agencies	1,379,255	1,602,596	-223,341
Depository library distribution	2,856,377	2,304,880	551,497
Cataloging and indexing	<u>468,064</u>	<u>487,907</u>	<u>- 19,843</u>
TOTAL (TABLE 3)	<u>4,703,696</u>	<u>4,395,383</u>	<u>308,313</u>
TOTAL DISBURSEMENTS	<u>\$12,578,670</u>	<u>\$10,375,678</u>	<u>\$2,202,992</u>

REVISED: 1/18/72

TABLE 5

GOVERNMENT PRINTING OFFICE
REVOLVING FUND
AMOUNTS DUE U.S. TREASURY
FROM SALE OF PUBLICATIONS
FISCAL YEARS ENDED JUNE 30, 1971 AND 1970

	Fiscal Year <u>1971</u>	Fiscal Year <u>1970</u>	Increase or Decrease (-)
INCOME			
Income from document sales to the public (TABLE 2)	\$21,689,090	\$20,946,687	\$ 742,403
Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	7,874,974	5,980,295	1,894,679
Other Income	<u>491,101</u>	<u>394,024</u>	<u>97,077</u>
TOTAL INCOME	<u>30,055,165</u>	<u>27,321,006</u>	<u>2,734,159</u>
COST OF PRINTING AND BINDING	<u>9,699,463</u>	<u>9,133,653</u>	<u>565,810</u>
OTHER EXPENSES			
Salaries and expenses (TABLE 3)	7,874,974	5,980,295	1,894,679
Administrative	1,841,042	1,705,495	135,547
Mailing costs	<u>1,758,611</u>	<u>1,403,269</u>	<u>355,342</u>
TOTAL OTHER EXPENSES	<u>11,474,627</u>	<u>9,089,059</u>	<u>2,385,568</u>
NET INCOME FROM SALES OF PUBLICATIONS PAYABLE TO U.S. TREASURY (TABLE 2)	<u>8,881,075</u>	<u>\$ 9,098,294</u>	<u>-217,219</u>
Status of payments due U.S. Treasury:			
Balance payable July 1, 1970	7,098,293		
<u>Add:</u> Income from sales of publications during fiscal year 1971 as above	<u>8,881,075</u>		
TOTAL	<u>15,979,368</u>		
<u>Less:</u> Payments to U.S. Treasury during fiscal year 1971	<u>11,098,293</u>		
Balance payable June 30, 1971 (TABLE 1)	<u>4,881,075</u>		

TABLE 5

GOVERNMENT PRINTING OFFICE
 REVOLVING FUND
 AMOUNTS DUE U.S. TREASURY
 FROM SALE OF PUBLICATIONS
 FISCAL YEARS ENDED JUNE 30, 1971 AND 1970

	Fiscal Year <u>1971</u>	Fiscal Year <u>1970</u>	Increase or Decrease (-)
INCOME			
Income from document sales to the public (TABLE 2)	\$21,689,090	\$20,946,687	\$ 742,403
Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	7,874,974	5,980,295	1,894,679
Other Income	<u>491,101</u>	<u>394,024</u>	<u>97,077</u>
TOTAL INCOME	<u>30,055,165</u>	<u>27,321,006</u>	<u>2,734,159</u>
COST OF PRINTING AND BINDING	<u>8,782,447</u>	<u>9,133,653</u>	<u>-351,206</u>
OTHER EXPENSES			
Salaries and expenses (TABLE 3)	7,874,974	5,980,295	1,894,679
Administrative	1,841,042	1,705,495	135,547
Mailing costs	<u>1,758,611</u>	<u>1,403,269</u>	<u>355,342</u>
TOTAL OTHER EXPENSES	<u>11,474,627</u>	<u>9,089,059</u>	<u>2,385,568</u>
NET INCOME FROM SALES OF PUBLICATIONS PAYABLE TO U.S. TREASURY (TABLE 2)	<u>\$ 9,798,091</u>	<u>\$ 9,098,294</u>	<u>\$ 699,797</u>
Status of payments due U.S. Treasury:			
Balance payable July 1, 1970	7,098,293		
Add: Income from sales of publications during fiscal year 1971 as above	<u>9,798,091</u>		
TOTAL	16,896,384		
Less: Payments to U.S. Treasury during fiscal year 1971	<u>11,098,293</u>		
Balance payable June 30, 1971 (TABLE 1)	<u>\$ 5,798,091</u>		

REVISED: 1/18/72

TABLE 6

GOVERNMENT PRINTING OFFICE
REVOLVING AND OTHER FUNDS
STATEMENT OF SOURCES AND APPLICATION OF FUNDS
FISCAL YEAR ENDED JUNE 30, 1971

Funds were provided by:

Printing and binding services performed (TABLE 2)	202,011,292
Document sales to the public (TABLE 2)	220,297,922
Sales of paper (TABLE 2)	21,689,090
Appropriations:	11,434,094
For Congressional printing and binding	32,000,000
For the Revolving fund	22,000,000
For the Superintendent of Documents	12,717,948
\$12,236,000, plus reimbursements of \$481,948	575,169
Miscellaneous	<u>302,427,593</u>

Total funds provided

~~299,692,000~~
302,427,593

Funds were applied to:

Operating costs - less allowance for depreciation not requiring expenditure of funds	270,871,009
Payments to U.S. Treasury of income from publications sold (TABLE 5)	617,000,101
Purchases of equipment	11,098,293
Unobligated funds returned to U.S. Treasury (TABLE 3)	394,086
	65,843
	<u>282,429,236</u>

Total funds applied

~~282,429,236~~
19,998,357

Increase in working capital

	<u>1971</u>	<u>1970</u>	Increase or Decrease (-)
Increase in working capital:			
Fund balances with U.S. Treasury and cash	67,045,450	\$33,400,080	\$ 16,247,316
Accounts receivables & Advances	75,820,000	62,419,800	4,625,671
Inventories	32,455,294	33,708,300	335,000 - 1,253,006
Deferred charges	26,006	33,285	7,279
			<u>19,612,681</u>
Less:			
Liabilities excluding employees' accrued annual leave, other funds	29,574,724	29,960,400	- 285,676
			2,760,100
TOTAL			<u>\$ 19,998,357</u>

TABLE 6

GOVERNMENT PRINTING OFFICE
REVOLVING AND OTHER FUNDS
STATEMENT OF SOURCES AND APPLICATION OF FUNDS
FISCAL YEAR ENDED JUNE 30, 1971

Funds were provided by:		
Printing and binding services performed (TABLE 2)		\$206,207,922
Document sales to the public (TABLE 2)		21,689,090
Sales of paper (TABLE 2)		11,434,094
Appropriations:		
For Congressional printing and binding		32,000,000
For the Revolving fund		22,000,000
For the Superintendent of Documents		
\$12,236,000, plus reimbursements of \$481,948		12,717,948
Miscellaneous		<u>575,169</u>
Total funds provided		<u>\$306,624,223</u>
Funds were applied to:		
Operating costs - less allowance for depreciation not requiring expenditure of funds		\$274,003,101
Payments to U.S. Treasury of income from publications sold (TABLE 5)		11,098,293
Purchases of equipment		394,086
Unobligated funds returned to U.S. Treasury (TABLE 3)		<u>65,848</u>
Total funds applied		<u>\$285,561,328</u>
Increase in working capital		<u>\$ 21,062,895</u>

	<u>1971</u>	<u>1970</u>	<u>Increase or Decrease (-)</u>
Increase in working capital:			
Fund balances with U.S. Treasury and cash	\$49,647,396	\$33,400,080	\$ 16,247,316
Accounts receivables & Advances	70,325,064	62,419,800	7,905,264
Inventories	33,372,310	33,708,300	- 335,990
Deferred charges	26,006	33,285	<u>- 7,279</u>
			23,809,311
Less:			
Liabilities excluding employees accrued annual leave, other funds			<u>\$ 2,746,416</u>
TOTAL			<u>\$ 21,062,895</u>

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE, FIELD SERVICE OFFICES, AND COMMERCIALLY PROCURED WORK
FISCAL YEAR 1971

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Congressional Record	9,323,092	90,765	2,320	184,551	\$ 7,391,115
Federal Register	5,663,306	23,986	2,058	1,500	2,395,970
Supplement to the Code of Federal Regulations	178,044	37,340	6,317	2,200	910,622
Official Gazette	428,156	---	15,421	---	939,154
Specifications of Patents, Trademarks & Designs	7,543,399	148,714	---	---	6,418,352
Miscellaneous Publications	2,084,426,200	888,570	7,270,411	822,019	123,749,863
Postal Cards	769,571,250	---	---	---	1,176,726
Aerogrammes	45,747,000	---	---	---	213,948
Catalog Cards	71,248,013	---	---	---	1,320,588
Tabulating Cards *28,465,000	42,747,950	---	---	---	32,382
Letterheads & Envelopes	305,369,651	---	---	---	2,286,941
Forms, Notices & Cards	6,355,064,772	---	---	---	22,698,066
Multiforms	2,167,526,204	---	---	---	17,651,410
Blank Books	62,921,054	---	---	---	698,588
Miscellaneous Binding	14,896	---	---	---	296,309
Binders	845,001	---	---	---	330,533
Miscellaneous	30,169,766	---	---	---	9,955,567
Blank Paper	3,302,659,691	---	---	---	12,266,492
Supplies and Services	5,558,988	---	---	---	141,339
TOTAL <u>15,252,663,483</u>	<u>15,697,006,433</u>	<u>1,189,375</u>	<u>7,296,527</u>	<u>1,010,270</u>	<u>\$210,873,966</u>
G.P.O. Departmental Service Office	239,491,567	266	---	18,471	4,389,132
Field Printing Offices	527,198,149	---	---	---	7,745,981
GRAND TOTAL <u>16,019,353,199</u>	<u>16,463,696,149</u>	<u>1,189,641</u>	<u>7,296,527</u>	<u>1,028,741</u>	<u>\$223,009,079</u>

Breakdown of the Amount Billed:

Value of Work Produced and Performed by the G.P.O. Central Office including paper and materials	\$ 90,405,323
Value of Outside Printing	\$104,866,617
Value of Paper Furnished Contractors	<u>3,335,534</u>
Total Value of Outside Printing	108,202,151
Blank Paper	12,266,492
G.P.O. Departmental Service Office	\$ 4,389,132
Field Printing Offices	<u>7,745,981</u>
Total Field and Departmental Printing Offices	<u>12,135,113</u>
Total Amount Billed	<u>\$223,009,079</u>

* Per memo from FMS, PERD dated 4-25-72 and approved by the
Public Printer on 4-27-72.

Table 8

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE EXCLUSIVE OF WORK PERFORMED BY THE GOVERNMENT PRINTING OFFICE ON
COMMERCIALLY PROCURED WORK
FISCAL YEAR 1971

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Congressional Record	9,323,092	90,765	2,320	184,551	\$ 7,391,115
Federal Register	5,663,306	23,986	2,058	1,500	2,395,970
Supplement to the Code of Federal Regulations	178,044	37,340	6,317	2,200	910,622
Official Gazette	39,520	-----	15,421	-----	725,870
Specifications of Patents, Trademarks & Designs	7,543,399	148,714	-----	-----	6,418,352
Miscellaneous Publications	384,374,392	684,895	824,527	486,149	52,818,314
Postal Cards	769,571,250	-----	-----	-----	1,176,726
Aerogrammes	45,747,000	-----	-----	-----	213,948
Catalog Cards	71,248,013	-----	-----	-----	1,320,588
Letterheads & Envelopes	260,910,599	-----	-----	-----	1,806,815
Forms, Notices, & Cards	2,065,572,359	-----	-----	-----	7,194,732
Blank Books	40,142,583	-----	-----	-----	511,108
Miscellaneous Binding	14,896	-----	-----	-----	296,309
Binders	433,011	-----	-----	-----	63,983
Miscellaneous	26,297,113	-----	-----	-----	7,019,532
Blank Paper	3,302,759,691	-----	-----	-----	12,266,492
Supplies and Services	5,558,988	-----	-----	-----	141,339
TOTAL	6,995,377,256	985,700	850,643	674,400	\$102,671,815
G.P.O. Departmental Printing Office	239,491,567	-----	-----	18,471	4,389,132
Field Printing Offices	527,198,149	-----	-----	-----	7,745,981
GRAND TOTAL	<u>7,762,066,972</u>	<u>985,700</u>	<u>850,643</u>	<u>692,871</u>	<u>\$114,806,928</u>

STATEMENT OF CLASSES AND BILLINGS FOR WORK
COMMERCIALLY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON
FISCAL YEAR 1971

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Miscellaneous Publications	1,700,340,444	203,675	6,445,868	335,870	\$ 71,144,834
Tabulating Cards ... <i>* 28,405,881</i>	472,747,550	-----	-----	-----	32,382
Letterheads & Envelopes	44,459,052	-----	-----	-----	480,125
Forms, Notices & Cards	4,289,492,413	-----	-----	-----	15,503,334
Multiforms	2,167,526,204	-----	-----	-----	17,651,410
Blank Books	22,778,471	-----	-----	-----	187,480
Binders	411,990	-----	-----	-----	266,550
Miscellaneous	3,872,653	-----	-----	-----	2,936,036
TOTAL <i>8,257,286,227</i>	6,701,629,177	<u>203,675</u>	<u>6,445,868</u>	<u>335,870</u>	<u>\$108,202,151</u>

Breakdown of the Amount Billed:

Value of Outside Printing (Based on finished work value)	\$104,866,617
Value of Paper furnished Contractors (Based on amounts billed and the value of paper issued)	<u>3,335,534</u>
TOTAL	<u>\$108,202,151</u>

** Same change as Table 7.*

BILLINGS TO CONGRESS AND FEDERAL AGENCIES
FISCAL YEAR 1971

CONGRESS:

Congressional Record	\$ 7,391,115
Miscellaneous Publications	2,239,407
Miscellaneous Printing and Binding	3,983,342
Publications for International Exchange ...	309,524
Franked Envelopes	602,086
Document Franks	36,724
House and Senate Calendars	1,223,935
Bills, Resolutions and Amendments	4,308,085
Committee Reports	1,307,761
Documents	1,072,053
Hearings	7,852,068
Federal Register	2,395,970
Supplement to the Code of Federal	
Regulations	910,622
Committee Prints	<u>1,722,717</u>
TOTAL	\$ 35,355,409
Atlantic and Pacific Interoceanic Canal Study Commission	19,988
Administrative Conference of the United States	1,449
Administrative Office of the United States	186,703
Agriculture	6,679,588
Air Force	16,530,832
American Battle Monuments Commission	13,678
Appalachian Regional Commission	4,348
Army	29,269,423
Atomic Energy Commission	675,495
Board of Governors of the Federal Reserve System	8,848
Central Intelligence Agency	484,530
Civil Aeronautics Board	98,889
Civil Service Commission	1,673,156
Commerce	5,881,899
Commission on Civil Rights	51,526
Commission of Fine Arts	6,960
Commission on Population Growth and the American Future	3,839
Council of Economic Advisers	59,076
Council of Environmental Quality	68,609
Court of Claims	134,401
Court of Customs and Patent Appeals	50,865
Defense Supply Agency	2,964,105
Department of Defense	7,184
Department of Transportation	2,891,643
District of Columbia	310,739
Equal Employment Opportunity Commission	76,575

Table 10 (continued)

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Export-Import Bank of Washington	\$ 70,975
Farm Credit Administration	16,385
Federal Aviation Agency	274,206
Federal Coal Mine Safety Board of Review	28
Federal Communications Commission	438,714
Federal Deposit Insurance Corporation	28,745
Federal Home Loan Bank Board	196,303
Federal Maritime Commission	31,823
Federal Mediation and Conciliation Service	15,683
Federal Power Commission	273,045
Federal Trade Commission	146,330
Foreign Claims Settlement Commission	4,496
General Accounting Office	296,061
General Services Administration	7,214,190
Government Printing Office-Superintendent of Public Documents	
Sales Program (Revolving Fund)	11,054,432
Government Printing Office-Superintendent of Public Documents	
Salaries and Expense Appropriation	4,108,977
Health, Education and Welfare	12,782,614
House and Senate-Stationery Room	38,598
Housing and Urban Development	1,515,906
Indian Claims Commission	1,431
Interior	5,012,999
Internal Revenue Service	11,041,936
Interstate Commerce Commission	174,475
Joint Publications Research Service	27,538
Justice	2,574,974
Labor	2,122,823
Library of Congress (Except Government Printing Office Branch)	1,082,036
Library of Congress (Government Printing Office Branch)	2,319,339
National Academy of Science	3,379
National Aeronautics and Space Administration	1,723,591
National Aeronautics Space Council	14,536
National Capital Housing Authority	10,323
National Capital Planning Commission	18,387
National Council on Marine Resources and Engineering Development	10,806
National Credit Union Administration	107,353
National Forest Reservation Commission	267
National Gallery of Art	29,635
National Labor Relations Board	386,171
National Mediation Board	8,207
National Science Foundation	351,455
National Security Agency	1,714,968
National Security Council	1,059
National Water Commission	2,550
Navy	22,991,995

Table 10 (continued)

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Office of Aerospace Research	\$ 57,667
Office of Economic Opportunity	719,948
Office of Emergency Preparedness	26,111
Office of Management and Budget	559,532
Office of Science and Technology	21,802
Office of Special Representative for Trade Negotiations	63
Panama Canal Company	7,533
Pan American Union	4,260
Patent Office	9,239,801
Peace Corps	40,063
Post Office Department	8,889,679
Private Orders	102,639
Public Land Law Review Commission	29,907
Railroad Retirement Board	14,330
Renegotiation Board	11,871
St. Lawrence Seaway Development Corporation	553
Securities and Exchange Commission	92,892
Selective Service System	319,967
Small Business Administration	383,097
Smithsonian Institution	475,100
State	3,428,117
Subversive Activities Control Board	1,472
Supreme Court of the United States	226,215
Tariff Commission ..	55,429
Tax Court of the United States	25,692
Tennessee Valley Authority	13,131
Treasury	1,858,645
U.S. Information Agency	149,814
Veterans Administration	2,273,541
Water Resources Council	1,266
White House	<u>229,441</u>
GRAND TOTAL	<u>\$223,009,079</u>

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS,
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS
FISCAL YEAR 1971

Congress	51,508,547
Administrative Office of the U.S. Courts	235,542
Agriculture	74,718,613
Air Force	93,173,899
American Battle Monuments Commission	220,181
Appalachian Regional Commission	198
Army	267,818,382
Atlantic and Pacific Interoceanic Canal Study Commission	2,000
Atomic Energy Commission	939,519
Board of Governors, Federal Reserve System	67,894
Central Intelligence Agency	329,717
Civil Aeronautics Board	44,531
Civil Service Commission	23,489,945
Commerce	24,496,685
Commission on Civil Rights	166,097
Commission of Fine Arts	1,212
Commission on Population Growth and the American Future	20,000
Council of Environmental Quality	62,481
Council of Economic Advisers	15,629
Court of Claims	139,653
Court of Customs and Patent Appeals	1,467
Defense Supply Agency	7,828,675
Department of Transportation	16,918,340
District of Columbia	28,084
Export-Import Bank of Washington	6,557
Equal Employment Opportunity Commission	362,766
Farm Credit Administration	35,243
Federal Coal Mine Safety Board of Review	205
Federal Communications Commission	595,533
Federal Deposit Insurance Corporation	85,857
Federal Home Loan Bank Board	231,910
Federal Maritime Commission	17,592
Federal Mediation and Conciliation Service	8,728
Federal Power Commission	171,798
Federal Trade Commission	219,847
Foreign Claims Settlement Commission	12,461
General Accounting Office	404,413
General Services Administration	48,636,586
Government Printing Office-Superintendent of Public Documents Sales Program (Revolving Fund)	56,665,821
Government Printing Office-Superintendent of Public Documents Salaries and Expenses Appropriation	50,599,561

Health, Education and Welfare	210,162,332
Housing and Urban Development	17,344,875
Indian Claims Commission	731
Interior	34,298,714
Internal Revenue Service	698,872,740
Interstate Commerce Commission	184,727
Justice	14,502,206
Labor	27,790,793
Library of Congress (Except Government Printing Office Branch)	2,735,248
National Academy of Sciences	3,464
National Aeronautics and Space Administration	2,521,130
National Aeronautics Space Council	9,914
National Capital Housing Authority	14,495
National Capital Planning Commission	4,802
National Council on Marine Resources and Engineering Development	5,060
National Credit Union Administration	1,875,072
National Forest Reservation Commission	1,200
National Gallery of Art	31,000
National Labor Relations Board	1,197,695
National Mediation Board	12,214
National Science Foundation	1,252,320
National Security Agency	1,535,894
National Security Council	367
National Water Commission	2,500
Navy	115,193,808
Office of Aerospace Research	9,797
Office of Economic Opportunity	3,861,772
Office of Emergency Preparedness	51,749
Office of Management and Budget	543,550
Office of Science and Technology	21,611
Office of Special Representative for Trade Negotiations	46
Panama Canal Company	37,183
Pan American Union	21
Patent Office	733,235
Peace Corps	46,826
Post Office Department	58,031,605
Private Orders	42,612
Public Land Law Review Commission	7,050
Railroad Retirement Board	229,616
Renegotiation Board	7,531
Securities and Exchange Commission	90,169
Selective Service System	4,526,924
Small Business Administration	5,644,699
Smithsonian Institution	2,339,140
State	19,658,322

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Subversive Activities Control Board	2,693
Supreme Court of the United States	367,526
Tariff Commission	20,759
Tax Court of the United States	36,101
Tennessee Valley Authority	73,345
Treasury	29,057,810
U.S. Information Agency	222,119
Veterans Administration	113,286,268
White House	<u>499,213</u>
TOTAL	<u>2,089,284,762</u>

SCHEDULE OF
 ACCOUNTS RECEIVABLE, GOVERNMENT AGENCIES
 AS OF
 JUNE 30, 1971
 (PRINTING AND BINDING OPERATIONS)

<u>DEPARTMENT</u>	<u>AMOUNT</u>
Administrative Conference of the United States	\$ 1,449
Administrative Office of the United States Courts	35,425
Agriculture	813,547
Air Force	641,796
Appalachian Regional Commission	1,005
Army	9,658,485
Atlantic and Pacific InterOceanic Canal Study Commission	19,988
Atomic Energy Commission	46,305
Board of Governors, Federal Reserve System	6,953
Central Intelligence Agency	29,842
Civil Aeronautics Board	14,596
Civil Service Commission	105,631
Commerce	1,451,342
Commission on Population Growth and the American Future	3,839
Commission of Fine Arts	85
Commission on Civil Rights	10,606
Council of Economic Advisers	496
Council of Environmental Quality	12,354
Court of Claims	12,568
Court of Customs and Patent Appeals	23,780
Defense Supply Agency	196,188
Department of Defense	2,160
Department of Transportation	241,739
District of Columbia	118,335
Equal Employment Opportunity Commission	18,519
Export-Import Bank of Washington	5,866
Farm Credit Administration	508
Federal Aviation Agency	114,040
Federal Communications Commission	27,571
Federal Deposit Insurance Corporation	9,626
Federal Home Loan Bank Board	53,630
Federal Maritime Commission	5,339
Federal Mediation and Conciliation Service	582
Federal Power Commission	57,845
Federal Trade Commission	41,303
Foreign Claims Settlement Commission	219
General Accounting Office	49,245
General Services Administration	1,871,726
Health, Education and Welfare	1,454,131
House and Senate Stationery Room	1,177
Housing and Urban Development	211,765
Indian Claims Commission	85
Interior	780,624

Table 12 (continued)

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<u>DEPARTMENT</u>	<u>AMOUNT</u>
Internal Revenue Service	\$ 216,906
Interstate Commerce Commission	21,790
Justice	401,319
Labor	356,382
Library of Congress (except Government Printing Office Branch)	64,971
Library of Congress (Government Printing Office Branch)	215,963
National Aeronautics and Space Administration	562,712
National Capital Housing Authority	6,612
National Capital Planning Commission	950
National Council Marine Resources and Engineering Development	10,898
National Credit Union Administration	10,915
National Gallery of Art	742
National Labor Relations Board	12,884
National Mediation Board	115
National Science Foundation	21,803
National Security Agency	331,095
National Security Council	90
Navy	3,345,411
Office of Economic Opportunity	88,206
Office of Emergency Preparedness	4,561
Office of Management and Budget	2,432
Office of Science and Technology	1,733
Panama Canal Company	149
Pan American Union	612
Patent Office	2,386,556
Peace Corps	12,284
Post Office Department	651,979
Printing and Binding for the Congress	122
Public Land Law Review Commission	492
Railroad Retirement Board	17
Renegotiation Board	3,639
Securities and Exchange Commission	1,658
Selective Service System	21,951
Small Business Administration	18,572
Smithsonian Institution	208,600
State	370,670
Supreme Court of the United States	722
Tariff Commission	8,074
Tennessee Valley Authority	265
Treasury	244,966
United States Information Agency	33,484
Veterans Administration	287,092
White House	21,149
TOTAL	<u>\$28,103,858</u>

COMPARATIVE STATEMENT OF BILLINGS FOR WORK DURING
FISCAL YEARS 1962 TO 1971 INCLUSIVE

Fiscal Year

1962	\$ 120,262,671
1963	127,102,712
1964	132,227,944
1965	131,561,835
1966	<u>167,177,834</u>
Total, 1962 to 1966, inclusive	\$ <u>678,332,996</u>
1967	196,652,072
1968	187,699,629
1969	210,067,931
1970	230,371,146
1971	<u>223,009,079</u>
Total, 1967 to 1971, inclusive	\$ <u>1,047,799,857</u>
Grand Total, 1962 to 1971, inclusive	\$ <u><u>1,726,132,853</u></u>
Percentage of Increase (+) or Decrease (-)	
5-year period 1967-1971 over 1962-1966	+ 54.4%

Table 14

SCHEDULE OF EQUIPMENT AND BUILDING APPURTENANCES
FISCAL YEAR 1971

June 30, 1971			
	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment ..	\$23,280,013.77	\$17,789,670.03	\$5,490,343.74
CLASS II			
Building Appurtenances ...	8,094,668.56	5,714,002.64	2,380,665.92
CLASS III			
Office Mach. & Equipment .	622,578.55	357,883.43	264,695.12
CLASS IV			
Furniture & Fixtures	1,048,110.45	751,878.44	296,232.01
CLASS V			
Motor Vehicles	<u>220,543.78</u>	<u>104,171.11</u>	<u>116,372.67</u>
Total	<u>\$33,265,915.11</u>	<u>\$24,717,605.65</u>	<u>\$8,548,309.46</u>

June 30, 1970			
CLASS I			
Plant Mach. & Equipment ..	\$23,231,175.64	\$16,521,550.04	\$6,709,625.60
CLASS II			
Building Appurtenances ...	8,000,568.99	5,466,144.09	2,534,424.90
CLASS III			
Office Mach. & Equipment .	593,673.65	336,672.43	257,001.22
CLASS IV			
Furniture & Fixtures	1,014,287.22	729,817.82	284,469.40
CLASS V			
Motor Vehicles	<u>212,717.49</u>	<u>78,863.24</u>	<u>133,854.28</u>
Total	<u>\$33,052,422.99</u>	<u>\$23,133,047.62</u>	<u>\$9,919,375.37</u>

PRODUCTION OF PRINCIPAL ITEMS
FISCAL YEARS 1971, 1970 and 1969

<u>CENTRAL OFFICE</u>	<u>1971</u>	<u>1970</u>	<u>1969</u>
<u>Composing Division:</u>			
Total ems set	2,565,074,100	3,145,093,000	2,895,396,700
<u>Letterpress Division:</u>			
Electrotype plates - sq. in.	620,557	779,233	966,246
Electrotype molds only - sq. in.	1,739	8,042	10,986
Stereotype plates - sq. in.	6,590,659	6,671,410	6,601,661
Stereotype mats only - sq. in. .	5,275,540	4,974,664	24,820,005
Rubber plates - sq. in.	225,867	229,537	206,727
Rubber stamps - sq. in.	105,878	104,206	95,066
Plastic plates - sq. in.	158,019	486,662	257,485
Plastic mats only sq. in.	2,980	7,380	3,060
Magnesium wraparound plates -			
sq. in.	311,750	192,850	148,675
Magnesium plates - other sq. in.	362,613	390,953	498,375
Dycril curved plates - sq. in. .	212,125	236,488	139,184
Dycril wraparound plates - sq. -			
in.	36,550	25,650	17,100
Dycril flat plates - sq. in. ..	6,543	---	---
Photoengravings - sq. in.	78,125	62,523	67,860
Offset negatives and positives -			
sq. in.	6,899,400	3,418,071	2,535,033
Plates repaired-number of plates	17,219	16,100	23,465
Postal cards produced	947,332,000	846,008,000	777,020,000
Letterpress forms	114,182	122,970	117,546
Letterpress impressions	455,301,051	506,176,441	467,477,376
<u>Offset Division:</u>			
Offset negatives and positives -			
sq. in.	60,316,258	57,774,213	59,573,079
Offset plates - sq. in.	107,224,321	104,353,528	114,598,239
Offset forms	66,571	64,291	67,079
Offset impressions	320,793,034	348,154,517	409,578,636
<u>Binding Division:</u>			
Sheets folded - machine	342,743,371	367,739,479	380,952,621
Books gathered - machine	22,820,570	26,657,134	27,017,011
Signatures inset	1,086,202	1,664,506	1,205,133
Tipping signatures, maps, etc. .	54,291,633	53,558,074	66,679,418
Copies wire-stitched, machine ..	88,195,296	90,887,555	97,867,639
Copies covered	8,708,583	9,845,254	11,165,490
Impressions stamped - all	3,902,606	4,233,374	4,476,700

Table 15 (Continued)

	<u>1971</u>	<u>1970</u>	<u>1969</u>
<u>Binding Division: (Continued)</u>			
Books, signatures, etc. stripped	2,997,449	2,601,915	2,605,364
Signatures sewed	85,953,491	99,439,399	104,400,466
Sheets drilled or punched	1,062,215,489	1,260,832,174	1,646,601,115
Sheets perforated	4,141,483	4,058,609	5,303,155
Bielomatic - Units produced	1,268,852	3,914,179	3,992,152
Books bound:			
Machine	1,819,361	2,841,763	3,397,771
Hand	<u>1,410,499</u>	<u>1,195,632</u>	<u>1,074,884</u>
Total books bound	3,229,860	4,037,395	4,472,655
 <u>LIBRARY OF CONGRESS BRANCH</u>			
Catalog cards printed	140,031,402	168,347,468	128,599,612
 <u>FIELD SERVICE OPERATIONS</u>			
<u>Chicago:</u>			
Linotype slugs set	---	5,466	250,306
Offset negatives - sq. in.	4,272,035	4,042,249	3,544,258
Offset plates - sq. in.	5,586,757	6,774,853	8,445,629
Offset forms	13,106	13,081	15,317
Offset impressions	40,412,549	44,790,851	44,672,934
Letterpress forms	2,135	2,818	4,389
Letterpress impressions	3,387,013	2,289,774	3,311,991
 <u>Departmental Service,</u>			
<u>Washington, D.C.:</u>			
Offset negatives - sq. in.	19,076,055	22,570,113	21,921,856
Offset plates - sq. in.	45,739,400	46,705,994	44,178,472
Offset forms	282,622	285,238	250,233
Offset impressions	199,593,448	193,474,512	184,837,596
 <u>Denver, New York,</u>			
<u>San Francisco and Seattle:</u>			
Linotype slugs set	---	540	1,275
Offset negatives - sq. in.	16,794,069	16,031,438	16,240,535
Offset plates - sq. in.	22,620,093	22,174,587	24,478,550
Offset forms	128,059	136,629	149,857
Offset impressions	92,524,722	98,775,815	104,300,572
Letterpress forms	1,747	1,695	1,613
Letterpress impressions	1,643,833	1,644,954	1,999,814